



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 07/07/2020	Employee Requisition Number <b>ER-20213</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>HEALTH COORDINATOR</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	The Health Coordinator is responsible for coordinating the health care for all students at the Eufaula Dorm.
Principal Duties and Responsibilities:	<p>Scheduling routine and sick appointments for students including pediatric, optometry, and dental.</p> <p>Responsible for student prescription medications including oversight for medication dispensing procedures and paperwork. Point of contact for parents and providers regarding medication.</p> <p>Ordering, inventory and dispensing of OTC medications, first aid supplies and personal hygiene products.</p> <p>Maintain health records for all dorm students and provide requested health paperwork for the public school.</p> <p>Transport sick students to the clinic and home when required.</p> <p>Maintain the student isolation rooms including cleaning, sanitizing and providing care for ill students in isolation.</p> <p>Advise the administrator on policies and procedures for preventing outbreaks of communicable diseases such as covid-19 and influenza.</p> <p>Other duties as assigned.</p>
Minimum Requirements:	LPN
Preferred Requirements:	LPN with experience in residential programs or as a school nurse
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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#### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs.       Up to 100 lbs.       Over 100 lbs.

Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles       Outside weather conditions       Toxic or caustic chemicals
- Risk of electrical shock       Vibration       Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.