



Human Resources
P.O. Box 400
Okmulgee, OK 74447

POSITION: Pharmacy Clerk-(Float Pool)-Okemah Clinic
VACANCY ANNOUNCEMENT: CN-18-29

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of the position is to provide support and assistance to the pharmacist in the daily operation of the Pharmacy which includes the following.

- a) Answering the telephone and transferring calls to the appropriate staff.
- b) Assisting patients with the prescription checkout process.
- c) Assisting the pharmacy staff as needed per the guidelines set by the State Board of Pharmacy.
- d) Help maintain the Pharmacy in a clean and orderly fashion.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent. One (1) year relevant experience. Prior experience working in pharmacy setting a plus but not required. Incumbent must possess high school diploma or GED equivalent.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Professional and courteous customer service skills are a must.
2. Knowledge of pharmaceutical and medical nomenclature.
3. Ability to utilize a personal computer and its applications in a Windows environment.
4. Skill in organizing and maintaining accurate records and documentation.
5. Ability to maintain strict confidentiality.
6. Ability to communicate courteously and effectively with clinic staff, patients and the general public.
7. Ability to meet and deal with the public for the purpose of supplying or obtaining information.
8. Ability to maintain a confident, professional demeanor.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org . (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date