



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

**POSITION:** Paramedic-MCN Medical Center (4 Positions)  
**VACANCY ANNOUNCEMENT:** CN-19-22

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to provide Emergency Medical Services to patients and transport sick or injured persons to medical facilities, working as a member of an emergency medical team. The position shall service all of the Muscogee (Creek) Nation Department of Health as needed. Position is located at the Muscogee (Creek) Nation Medical Center located in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

Completion of courses/training to satisfy State of Oklahoma and National Paramedic Licensure and ACLS certification is required. ACLS certification requires a minimum of 250 hours of training. Current State and/or National licensure/certifications required for Paramedics and current ACLS certification is required. Valid Oklahoma Driver's License and clean driving record is required.

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**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. Knowledge of State and National Paramedic Emergency Medical Services operations and resources.
2. Knowledge of specific techniques and instruments commonly utilized by emergency medical personnel.
3. Skill in managing subordinate medical personnel.
4. Ability to communicate courteously and effectively with Hospital staff as well as the public, both orally and in writing.
5. Skill in organizing and recordkeeping.
6. Ability to maintain a confident, professional demeanor.
7. Ability to maintain strict confidentiality.
8. Skill and ability to work as a member of an emergency medical team.

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**APPLICATION PROCEDURES:** Apply online at [Department of Health Application](#). (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.

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Staffing Coordinator

Date