



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

POSITION: Materials Clerk-CNCH
VACANCY ANNOUNCEMENT: CN-19-52

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 administrative and technical support to the Materials Management department of the MCN Department of Health. This position is located at the Okemah Indian Health Facility located in Okemah, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. Associates Degree in related field of study is preferred. One (1) year experience in same or related field. Additional related experience may be substituted for educational requirement.

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. Ability to operate a personal computer in a Windows environment using Excel and Microsoft Word applications.
2. Knowledge of general practices and principles of material management applications and the ability to implement these processes into plans for cost-reduction techniques.
3. Skills in systematically analyzing data requirements, workflow, planning and organization.
4. Ability to communicate efficiently and effectively with all levels of staff in a professional manner. Strong oral and writing skills are beneficial to incumbent.

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