



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

**POSITION:** Unit Clerk-CNCH  
**VACANCY ANNOUNCEMENT:** CN-19-93

**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 clerical support and maintain clear channel of communication to the Nursing Staff of the Health System. This position is located at the Creek Nation Community Hospital, located in Okemah, OK.

---

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

A High School Diploma or GED equivalent is required. One (1) year of relevant experience. Completion of a program or training in Medical Office Technology or related field is required.

---

**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 health record procedures and ambulatory clinic procedures.
2. Knowledge of medical terminology and abbreviations and the ability to analyze medical records and files.
3. Ability to file, organize and retrieve information.
4. Knowledge of and ability to maintain strict confidentiality with regard to the Privacy Act of 1974 on patient confidentiality and release of medical information.
5. Ability to communicate courteously and effectively with Nursing Staff, other MCNDH Staff, patients, and the general public both orally and in writing.
6. Ability to maintain a confident, professional demeanor.

---

**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](tel: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