



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

POSITION: Testing Specialist-TCE/HIV Grant-Coweta/Sapulpa
VACANCY ANNOUNCEMENT: CN-19-134

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 coordinate activities for testing and trainings within Muscogee (Creek) Nation boundaries.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree or two years of work experience is required. A minimum of one (1) year work experience. Valid Oklahoma Driver's License 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 social services programs and available community resources.
2. Skill in interpersonal and human relations, including collaborations with other agencies.
3. Ability to work as a team member with other staff to achieve the goals and objectives of the program.
4. Knowledge and skill in the use of computer applications in MS Windows environment
5. Ability to exercise sound independent judgment establishing work priorities.
6. Ability to meet assignment deadline and interpret established policies and procedures.
7. 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. 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