



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

**POSITION:** Chiropractic Assistant-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-19-160

**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 support person ensures continues flow of the daily schedule and quality of patient care by assisting the lead clinical assistant.

---

**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent is required. A minimum of one (1) year related experience. Valid Driver's License and Chiropractic Assistant Certification (Preferred but not 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 medical terminology used in a health care facility.
2. Knowledge of procedures for appointing and routing patients in a health practice setting.
3. Skills in organizing maintaining accurate records and documentation.
4. Ability to maintain strict confidentiality.
5. Ability to communicate courteously and effectively with patients, clinic/hospital staff, and the general public.
6. Ability to maintain a confident and professional demeanor.
7. Ability to maintain strict confidentiality.

---

**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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