



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

POSITION: Bio-Medical Equipment Specialist-Medical Center
VACANCY ANNOUNCEMENT: CN-19-161

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 this position is to establish and maintain a Bio-Medical equipment program that would provide supervision and direction of all medical equipment activities in the facilities of the Muscogee (Creek) Nation Health System. Incumbent would be responsible for maintaining a current inventory of all medical equipment and providing ongoing maintenance, repair, documentation and safety inspections at sites. Other duties would be assigned as needed.

REQUIREMENTS: Candidates must meet the following requirements:

Completion of a program/training in Bio-Medical equipment Technology/Electronic Technology from an accredited or engineering school. Minimum of an Associate Degree is required. Five (5) years relevant experience in Bio-Medical equipment repair. Professional licenses or certifications relevant to this position are not required but will benefit an applicant. Valid 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. Proficient in Microsoft Word and Excel.
2. Knowledge in medical equipment repairs and maintenance.
3. Knowledge of trade practices in electronic equipment.
4. Knowledge and skills in the preventive maintenance of equipment generally found in hospitals and clinics.
5. Knowledge of codes and standards applicable to medical equipment set forth by Federal, State, local and accrediting agencies.
6. Knowledge and ability to manage the technical and business aspects of the Bio-Medical program such as budgets, contract negotiations, equipment, etc.
7. Ability to utilize manufacturer's service manuals, schematic drawings and instrumentation to maintain and repair medical equipment.
8. Ability to use pertinent tools, equipment and resources to repair and maintain medical equipment.
9. Ability to communicate courteously and effectively with Muscogee (Creek) Nation Health System staff, Tribal and Non-Tribal contractors, governmental agencies, vendors as well as the public, both orally and in writing.

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