



Human Resources

P.O. Box 400
Okmulgee, OK 74447

POSITION: Support Staff (BHS)-Okmulgee
VACANCY ANNOUNCEMENT: CN-19-174

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 provide support staff services clerical to BHS Staff at the assigned clinic. Incumbent is under the direct supervision of Operations Manager.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. A minimum of one (1) year relevant experience is required. Must possess a valid driver's license.

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 courteously and effectively communicate with patients, families, Muscogee (Creek) Nation Department of Health (MCNDH) Staff, Tribal, Non-Tribal Officials agencies and the general public both orally and in writing.
2. Maintaining a calm and efficient environment for fielding phone calls, answer patient questions, registering new patients, updating records, scheduling new and follow-up appointments.
3. Knowledge and ability to utilize a personal computer in a Windows environment.
4. Ability to learn the requisition procedures and protocols of Behavioral Health Services and the MCNDH.
5. Ability to type accurately, using good grammar and composition skills.
6. Ability to maintain strict confidentiality in regard to patient information.
7. Ability to maintain a confident, professional demeanor, professional appearance and communicate courteously and effectively with the general public.
8. Must possess excellent organizational skills.
9. Ability to perform basic custodial duties in an office setting.

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