



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

**POSITION:** Drug Room Clerk-CNCH  
**VACANCY ANNOUNCEMENT:** CN-20-111

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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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.

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**DESCRIPTION OF ASSIGNMENT:** Work is performed in a clinical environment. There is common exposure to infectious communicable disease, potentially hazardous chemicals and biohazardous materials. Appropriate measures must be taken for protection against infection and radiation.. This position is located at the Creek Nation Community Hospital, located in Okemah, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent. One year (1) relevant experience. Experience with Electronic Health Record and Pyxis preferred.

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**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 pharmaceutical and medical nomenclature.
  2. Ability to utilize a personal computer and its applications in a Windows environment.
  3. Skills in organizing and maintaining accurate records and documentation.
  4. Ability to maintain strict confidentiality.
  5. Ability to communicate courteously and effectively with clinic staff, patients and the general public.
  6. Ability to meet and deal with the public for the purpose of supplying or obtaining information.
  7. Ability to maintain a confident, professional demeanor.
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**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.

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Staffing Coordinator

Date