



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

POSITION: Support Staff (BHS)-Okemah
VACANCY ANNOUNCEMENT: CN-20-127

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 reception services and provide secretarial and clerical support to BHS Staff at the assigned clinic. Incumbent is under the direct supervision of the BHS Clinician.

REQUIREMENTS: Candidates must meet the following requirements:
High School Diploma or GED equivalent is required. A minimum of one (1) year related 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 learn the requisition procedures, formats and protocols of Behavioral Health Services and the Muscogee (Creek) Nation Department of Health (MCNDH).
2. Ability to courteously and effectively communicate with patients and their families, MCNDH Staff, Tribal and Non-Tribal Officials and agencies and the general public both orally and in writing.
3. Knowledge and ability to utilize a personal computer and its applications in a Windows environment.
4. Ability to type accurately, using good grammar and composition skills, and the ability to proofread documents.
5. Ability to utilize secretarial and other references to produce proper, accurate documents.
6. Ability to perform basic custodial duties in an office setting.
7. Ability to maintain a confident, professional demeanor, professional appearance and communicate courteously and effectively with all levels of staff, patients, and the general public, both orally and in writing.
8. Ability to maintain strict confidentiality in regard to patient information.
9. Must possess excellent organizational skills.

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