



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

POSITION: Phlebotomist-PRN-Department of Health
VACANCY ANNOUNCEMENT: CN-20-230

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 the position is to perform phlebotomist duties collecting and transporting specimens for testing and analysis; process waived specimen testing, specimen verification and tracking, and all related clerical functions and general clean-up tasks. Technical support and guidance are provided under the supervision of the laboratory manager. This position will be scheduled on a *pro re nata* basis meaning on an *as needed* basis.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. One (1) year specific related experience in a medical laboratory facility is preferred but not required. Must be eligible for certification in phlebotomy.

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 and process lab terminology.
2. Ability to use a computer and common software programs.
3. Ability to utilize reasoning and critical thinking skills.
4. Knowledge of procedures for appointing and routing patients in a clinical laboratory.
5. Knowledge of laboratory safety practices.
6. Skills in organizing and maintaining accurate records and documentation.
7. Ability to maintain strict confidentiality.
8. Ability to communicate courteously and effectively with patients, Laboratory staff, other employees and the general public.
9. Ability to meet and deal with the public for the purpose of supplying or obtaining information.
10. Ability to maintain a confident, professional demeanor.
11. Knowledge of HIPAA regulations and compliance standards.
12. Ability to work with biologic specimens in a safe manner.

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.

Staffing Coordinator

Date