



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

**POSITION:** Environmental Technician-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-20-245

**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:** The purpose of the position is to maintain an aesthetic, clean and safe environment within the Muscogee (Creek) Nation Medical Center facilities for patients and their families, MCNDH Staff, visitors and the general public. Position is located at the Muscogee (Creek) Nation Medical Center located in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. Two (2) years of progressively responsible janitorial training or experience is strongly 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 janitorial/housekeeping practices and procedures used in health care facilities.
2. Knowledge of germicides, disinfectants, cleaning supplies, etc. used in providing environmental services in a health care facility.
3. Knowledge and skill in the operation and maintenance of equipment used in the performance of position duties.
4. General working knowledge of basic electrical, plumbing and carpentry repair will benefit the incumbent.
5. Ability to courteously and effectively communicate with patients, visitors, co-workers and others that may occupy the facility at any time.
6. Ability to carry out written and verbal instructions.

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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