



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

**POSITION:** Cardiac Rehabilitation Technician-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-20-248

**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 perform technical and clerical duties in an outpatient cardiac rehab setting. The incumbent provides support to Cardiac Rehab staff of the assigned facility. This position is located at the MCN Medical Center in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School diploma or equivalent. One (1) year of related experience is preferred. Certified Nurse Aide preferred. Current provider BLS certification required or must achieve certification within six weeks of hire.

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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. Ability to provide thorough and supportive patient care.
2. Knowledge of basic medical terminology routinely used in a health care facility.
3. Ability to interact professionally with healthcare practitioners and patients.
4. Skills in organizing maintaining accurate records and documentation.
5. Ability to maintain strict confidentiality with regard to patient health information.
6. Ability to communicate courteously and effectively with patients and their families.
7. Ability to utilize a personal computer and its applications in a Windows environment.
8. 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