



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

**POSITION:** Dental Sterilization Technician-Koweta  
**VACANCY ANNOUNCEMENT:** CN-20-134

**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 primary purpose of the position is to provide sterilization services for the dental and ambulatory care facility according to state and federal standards. This will include maintenance of a sanitary environment, as well as, the surveillance, prevention, and quality controls for infection prevention. This position is located at the Koweta Indian Health Center in Coweta, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent is required. Completion of training from an accredited school as a Dental Assistant or Surgical Technician. One (1) year of relevant experience is preferred. Certificates of Training received from an accredited school as a Dental Assistant or Surgical Technician is required. Dental Infection Control Certification preferred or must be obtained within one year of employment. Valid CPR certification is required.

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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 instrument sterilization techniques including recordkeeping.
2. Knowledge of the proper techniques for caring for and storage of dental and/or medical equipment and instruments.
3. Knowledge of instruments and materials used in routine sterilization procedures.
4. Knowledge of infection control terminology and record keeping.
5. Knowledge of the process for monitoring and maintaining dental waterlines.

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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