



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

POSITION: CNA-PRN-DOH
VACANCY ANNOUNCEMENT: CN-20-176

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: Under general supervision, performs advanced nonprofessional nursing work involving a variety of bedside nursing duties in a hospital and skilled nursing setting. This position will be scheduled on a *pro re nata* basis meaning this position is utilized on an *as needed* basis.

REQUIREMENTS: Candidates must meet the following requirements:
High School diploma or GED. No experience necessary. Current state certificate to practice as a CNA. Must have current provider BLS certification or achieve certification within six weeks of hire. Must maintain certification throughout employment.

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.

- a) Ability to provide comprehensive and supportive patient care.
- b) Knowledge of basic medical terminology used in a health care facility.
- c) Ability to interact professionally with healthcare practitioners and patients.
- d) Knowledge of procedures for appointing and routing patients in a health practice setting.
- e) Skills in organizing maintaining accurate records and documentation.
- f) Ability to maintain strict confidentiality.
- g) Ability to communicate courteously and effectively with patients, clinic/hospital staff, and the general public.
- h) Ability to learn the requisition procedures, formats and protocols.
- i) Ability to utilize a personal computer and its applications in a Windows environment.
- j) Ability to maintain a confident, professional demeanor.
- k) Answering patient calls and determining how best to help the patient.

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