



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

POSITION: Hospital Pharmacy Tech-PRN-(Weekends) (2 Positions)-DOH **STARTING SALARY:** Negotiable
VACANCY ANNOUNCEMENT: CN-20-236 **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 provide support and assistance to the pharmacist in the daily operation of the Pharmacy. 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. Experience is preferred but not required for licensed CPhT applicants. A minimum of 2 years of Pharmacy Technician experience is required for all non-licensed CPhT. Completion of a Pharmacy Technician training program may substitute for experience requirement. Incumbent must possess a valid Pharmacy Technician Permit issued by the Oklahoma State Board of Pharmacy, or be able to obtain within 60 days of hire.

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.

-Required

- a) Knowledge of pharmaceutical and medical nomenclature.
- b) Ability to utilize a personal computer and its applications in a Windows environment.
- c) Skills in organizing and maintaining accurate records and documentation.
- d) Ability to maintain strict confidentiality.
- e) Ability to communicate courteously and effectively with hospital staff, patients and the general public.
- f) Ability to meet and deal with the public for the purpose of supplying or obtaining information.
- g) Ability to maintain a confident, professional demeanor.

-Preferred

- a) Knowledge of equipment/supplies required for drug administration
 - b) Knowledge of Federal and State regulations on medication storage, dispensation, and administration.
 - c) Knowledge of pharmaceutical calculations.
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APPLICATION PROCEDURES: Apply online at www.creekhealth.org . (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