



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

**POSITION:** Dental Office Coordinator-Koweta  
**VACANCY ANNOUNCEMENT:** CN-21-30

**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 provide day-to-day administrative operations of the Dental Clinic. The Office Manager benefits the designated population by affording the smooth and efficient operation of the Dental Clinic and thereby enhancing the delivery of dental services. 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. Two (2) years of relevant dental office management experience is 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. Ability to learn the requisition procedures, formats and protocols of the Muscogee (Creek) Nation Department of Health and other pertinent tribal departments.
2. Knowledge of the Privacy Act in regards to confidentiality of health information and be able to maintain strict confidentiality.
3. Knowledge in the operations of a health clinic in areas such as medical records, appointment scheduling, etc.
4. Knowledge of procedures for appointing and routing patients for dental treatment, for ordering supplies and requesting dental laboratory services.
5. Ability to provide data entry of services performed by Dental Providers.
6. Knowledge and ability to coordinate activities and functions in the day-to-day operations of a Dental Clinic.
7. Ability to utilize a PC and its applications in a Windows environment.
8. Ability to utilize secretarial and other references to produce proper, accurate documents.
9. Must possess excellent organizational skills.
10. Ability to maintain a confident, professional demeanor, professional appearance and communicate courteously and effectively with all levels of staff, patients, and the general public, both orally and in writing.

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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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.

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Staffing Coordinator

Date