



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

**POSITION:** Program Administrative Assistant-BHS-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-21-44

**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 administrative support to the Behavioral Health services (BHS) Clinical Director and clinical staff in a variety of ways, including group and individual interaction and documentation, preparation and supplementation of the patients plans of care and provision of direct aid to the patient to assure adequate and appropriate physical, mental and emotional support as identified by the team.

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**REQUIREMENTS:** Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. An Associate's Degree in Business Administration or related field is preferred. One (1) year related experience within the Behavioral Health field. Five (5) years of relevant experience in general office management.

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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 office management in a Behavioral Health environment.
2. Knowledge of basic counseling procedures in order to fulfill needs of the patient's physical and emotional needs.
3. Ability to learn the requisition procedures, formats and protocols of the Creek Nation Community Hospital, the Behavioral Health Department and the Muscogee (Creek) Nation Health System.
4. MCNDH Staff, outside agencies and the general public both orally and in writing
5. Knowledge and ability to utilize a personal computer and its applications in a Windows environment.
6. Ability to type accurately, using good grammar and composition skills, and the ability to proofread documents.
7. Ability to utilize secretarial and other references to produce proper, accurate documents.
8. Ability to maintain strict confidentiality and professional demeanor in the performance of duties.
9. Treat individuals with respect. Keep commitments; inspire the trust of others; work with integrity and ethics is a professional practice that up holds the organizations values.
10. Speaks clearly and persuasively in a positive or negative situation.

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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