LPN or Medical Assistant

Okemah Clinic

VACANCY ANNOUNCEMENT: VA 24-352   **STARTING SALARY:** Negotiable   **CLOSING DATE:** Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health is an integrated system of six health centers, an Express Care Clinic, three 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 serve as a Licensed Practical Nurse in the Ambulatory Health Center on a continuing basis performing a variety of duties involving basic and technical procedures for patients seen in the health center. The purpose of the Medical Assistant is to provide medical and administrative support to medical staff of the Muscogee Creek Nation Department of Health. Incumbents will also provide clerical, general, and technical assistance. Technical support and guidance are provided by the Clinical Director, Physician, and/or clinic Physician Assistant. This position is located at the Okemah Indian Health Center in Okemah, OK.

REQUIREMENTS: LPN: Graduation from an accredited practical nursing curriculum is required. One (1) year relevant experience as a member of a nursing team is preferred. Incumbent is required to possess current licensure by the State of Oklahoma or National Council of State Boards of Nursing for Practical Nursing and current CPR certification.

Medical Assistant: Completion of Medical Assistant program or training received from a Vo-Tech or equivalent is preferred. Experience in lieu of educational requirement may be considered. One (1) year specific related experience is preferred. Valid BLS is required. CMA certification is preferred.

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.

LPN:

- Knowledge and skill sufficient to perform a moderately difficult range of nursing care.
- Knowledge of human body structure, function, illnesses, and/or disease entities and skill sufficient to communicate with nurses, patients, family members and clinic staff.
- Knowledge and skill to interview and assess patients for complaints.
- Knowledge and skill sufficient to assess immunization status and to administer immunizations in accordance with current immunization schedules and to recognize contraindications and adverse reactions.
- Knowledge and skill sufficient to prepare dosages, administer medications, and recognize contraindications of prescribed medications.
- Knowledge and skill sufficient to respond to emergency situations.

- Knowledge of medical terminology used in a health care facility.
- Knowledge of procedures for appointing and routing patients in a health practice setting.
- Skills in organizing and maintaining accurate records and documentation.
- Ability to maintain strict confidentiality.
- Ability to communicate courteously and effectively with patients, clinic/hospital staff, and the general public.
- Ability to learn the requisition procedures, formats, and protocols of the Clinic.
- Ability to utilize a personal computer and its applications in a Windows environment.
- Ability to maintain a confident, professional demeanor.

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 Tracy Watters at (918) 762-0307. 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