



Inventory Analyst

Physical Rehab Center

VACANCY ANNOUNCEMENT: VA 25-122

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 this position is to coordinate and perform asset moves and supply relocations as directed by the Inventory Manager and Materials Management Service Manager. Help with the physical inventory of new and existing assets. Fill in for the courier when needed. This position is located at the Physical Rehabilitation Center in Okmulgee, OK.

REQUIREMENTS: High School diploma or GED equivalent is required. Experience in the management of inventory, materials, property, plant and equipment or similar relevant functions is strongly preferred. A Valid Driver's license is required. Incumbent must be insurable.

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. Knowledge and skill sufficient to perform a moderately difficult range of nursing care.

- Knowledgeable of inventory and property management systems and the ability to manage such systems in an efficient manner.
- Knowledge of guidelines, policies and procedures, and regulations regarding asset management as set forth by established MNHS, IHS, and Federal guidelines.
- Ability to operate and safely use equipment for moving assets and supplies.
- Ability to operate large moving trucks and trailers in a safe manner.
- Ability to communicate courteously and effectively with MNHS Staff, vendors, tribal and governmental agencies as well as the public, both orally and in writing.

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.

Staffing Coordinator

Date