



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

**POSITION:** Administrative Assistant (CHR)-CNCH  
**VACANCY ANNOUNCEMENT:** CN-21-128

**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, clerical and secretarial support to the Program Manager and other staff of the CHR Program. Incumbent must be able to perform duties under minimal supervision. This position is located at the CHR office at the Creek Nation Community Hospital in Okemah, OK.

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

High School Diploma or GED equivalent is required. A minimum of one (1) year of relevant experience is required. Certificate of completion of a Program or Training in Medical Office Technology or related field is preferred but not required. Must possess valid State of Oklahoma Driver's License, be insurable and have a clean driving record. Maintenance of clean driving record and ability to be insured is required for continued employment.

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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 exercise sound independent judgment, effective problem solving skills, establish work priorities and handle a variety of tasks with minimal supervision.
  2. Knowledge in support services, communications, planning, and contracting in a health-related field.
  3. Knowledge of MCNDH accounting procedures, assist with management of program expenditures, budget management and preparation.
  4. Ability to utilize a personal computer and its applications in a Windows environment.
  5. Knowledge of general medical terminology.
  6. Knowledge and the ability to accurately enter data into RPMS/Next Gen patient database.
  7. Advance skills in office work, including ordering, inventory and organizing work.
  8. Ability to communicate courteously and effectively with vendors, clients and their families, MNDH Staff and the general public both orally and in writing.
  9. Skill and ability to communicate courteously and effectively with CHR clients, CHR and other MCNDH Staff and the general public both orally and in writing.
  10. Ability to meet assignment deadlines and interpret established policies and procedures.
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**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 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