



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

POSITION: Optometry Assistant-Okemah
VACANCY ANNOUNCEMENT: CN-21-203

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

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.

DESCRIPTION OF ASSIGNMENT: The purpose of this position is to provide administrative and clinical support to the Eye Clinic in the delivery and management of quality optical services for the Muscogee (Creek) Nation Department of Health Administration.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent and the completion of program or training in medical office technology, secretarial or related field. One (1) year related experience in an Optometry Clinic is preferred. Experience and/or training may be substituted for training program educational requirement.

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 general office practices and procedures in a clinical environment and the ability to perform a broad range of duties from ordering optometric supplies to basic filing and receptionist duties.
2. Skill and ability to maintain a patient appointment system and the ability to organize and prioritize job duties for timely completion.
3. Ability to communicate courteously and effectively with patients and their families, administrative and medical staff, health care professionals and the general public both orally and in writing.
4. Knowledge of eyeglass adjustment and prescription verification.
5. Knowledge of supplemental tests administered during an eye examination.

APPLICATION PROCEDURES: Apply online at 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.

Staffing Coordinator

Date