



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

POSITION: Administrative Assistant-Jenks, Riverwalk
VACANCY ANNOUNCEMENT: CN-21-245

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 the position is to provide administrative, clerical and secretarial support to the Chief Performance Officer. Responsible for office management and incumbent may also act as intermediary between department/clinic staff and Chief Performance Officer. This position is located at the Jenks Riverwalk Health & Wellness in Jenks, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. An Associate's degree is preferred. A background in health care operations, tribal government, grants management, and quality improvement is preferred. A minimum of two (2) year relevant experience is required. Three to five (3-5) years of experience in office management/bookkeeping 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.

1. Ability to communicate courteously and effectively with all staff as well as the public, both orally and in writing.
2. Ability to exercise sound independent judgment, establishing work priorities with minimal supervision.
3. Ability to learn the Department of Health's requisition procedures, formats, and protocols.
4. Ability to maintain a professional demeanor.
5. Ability to maintain strict confidentiality.
6. Ability to organize and retrieve data and information. Must possess strong organizational skills.
7. Knowledge and ability to incorporate creative approaches to various projects by taking initiative and working independently.
8. Knowledge of office operations and the ability to use personal computers operating general office software including Microsoft Office-Word, Excel, and Outlook required; PowerPoint and Visio strongly preferred.

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.

Staffing Coordinator

Date