



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

**POSITION:** Medical Assistant-Koweta  
**VACANCY ANNOUNCEMENT:** CN-21-291

**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 medical and administrative support to medical staff of Muscogee Creek Nation Department of Health Ambulatory Clinics. Incumbent will also provide clerical, general, and technical assistance. Technical support and guidance are provided by the Clinical Director or clinic physician. This position is located at the Koweta Indian Health Center in Coweta, OK.

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

Completion of Medical Assistant program or training received from a Vo-Tech or equivalent. One (1) year specific related experience is required. Valid BCLS and CMA certification is preferred. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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

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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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.

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Staffing Coordinator

Date