



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

POSITION: Materials Management Technician II-PRC
VACANCY ANNOUNCEMENT: CN-21-308

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 Material Management Tech II is responsible for receiving, storing and distributing all materials delivered to the Material Management Department from various vendors and facilitating the movement of property and materials throughout the departments and the hospitals within MCN Department of Health. This position is also responsible for the supply levels in the warehouse and throughout the hospital that include but not limited to stock level reporting and adjustment, data input, supplies reordering as directed or necessary prior approval of supervisor. This position is located at the Muscogee (Creek) Nation Physical Rehabilitation Center located in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. One (1) year of related experience. Must possess valid State of Oklahoma Driver's license and 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.

1. An excellent driving record is required. The individual must be insurable under the insurance policy which the MCN Division of Health uses.
2. Knowledge of U.S. Postal Service and Other Shipping carriers' procedures and regulations.
3. Knowledge of the ten (10) county area of the Muscogee (Creek) Nation.
4. Knowledge of general office practices and basic data entry, such as typing, filing and utilizing certain function of software (Cerner, Excel, etc.) for ordering, tracking or receiving materials stored or not stored in the warehouse.
5. Skills in dealing with staff members and the public in daily operations in a courteous manner.
6. Ability to lift, move, carry and load boxes, furniture, office equipment, and other materials weighing in excess of 50lbs. etc.
7. Ability to safely operate a motor vehicle.
8. Ability to perform simple arithmetic and counting.
9. Ability to maintain a professional demeanor and communicate effectively, both orally and in writing with co-workers and other Muscogee (Creek) Nation staff.

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