



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

**POSITION:** Courier/Material Clerk-Physical Rehabilitation Center  
**VACANCY ANNOUNCEMENT:** CN-21-361

**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 this position is to provide the MCN Department of Health with the appropriate courier services between facilities which is necessary to support the operations of a business of this magnitude. This position is located at the MCN Physical Rehabilitation Center in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent is required. One (1) year of related experience. **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. An excellent driving record is required. The individual must be insurable under the insurance policy which the MCN Department of Health uses.
2. Knowledge of Postal Service procedures and regulations.
3. Knowledge of ten (10) county area of the Muscogee (Creek) Nation.
4. Knowledge of general office practices, such as typing and filing.
5. Skills in dealing with staff members and the public in daily operations in a courteous manner.
6. Ability to lift and move furniture, office equipment, etc.
7. Ability to lift, carry and load boxes and materials weighing in excess of 50lbs.
8. Ability to safely operate a motor vehicle.
9. Ability to track items received and delivered.
10. Ability to insured to operate a motor vehicle at a reasonable cost to the MCN Department of Health.

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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](tel:9187327828). 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