



Human Resources
P.O. Box 1118
Okmulgee, OK 74447

POSITION: Primary Care Receptionist/Scheduler-Koweta
VACANCY ANNOUNCEMENT: CN-22-17

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 perform receptionist duties and provide administrative and clerical support to the staff of the assigned department and Health Center. This position is located at the Koweta Indian Health Center in Coweta, OK..

REQUIREMENTS: Candidates must meet the following requirements:
High School Diploma or GED equivalent is required. A minimum of one (1) year related experience is required. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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 learn the requisition procedures, formats and protocols of the Muscogee (Creek) Nation Health System (MNHS).
2. Knowledge in the operations of a health clinic in areas such as medical records, appointment scheduling, etc.
3. Knowledge of medical records and confidentiality of health information and able to maintain strict confidentiality.
4. Knowledge of personal computers and their operation in a Windows environment. Specific knowledge is required in Windows and Microsoft Office Professional.
5. Ability to type accurately, using good grammar and composition skills, and the ability to proofread documents.
6. Ability to utilize secretarial and other references to produce proper, accurate documents.
7. Ability to maintain a confident, professional demeanor, professional appearance and communicate courteously and effectively with all levels of staff, patients, and the general public, both orally and in writing.
8. Must possess excellent organizational skills.

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 [\(918\) 762-0302](tel:9187620302). 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