



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

**POSITION:** MLT- (AM Shift)-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-22-47

**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 aid in the diagnosis and treatment of disease by performing moderately complex or highly complex procedures in a specific area of the laboratory under the direction of a medical technologist, laboratory manager, or the laboratory director when necessary. Provides data in the diagnosis and treatment of disease. This position is located at the Council Oak Comprehensive Health in Tulsa, OK.

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

High School Diploma or GED equivalent is required. Associate in Science degree in a chemical, physical or biological science or medical laboratory technology from an accredited institution or have successfully completed an official military medical laboratory procedures course of at least 50 weeks and have held the military enlisted occupational specialty of laboratory technician. Individuals who have degrees from foreign institutions must have an evaluation of their credentials to determine the equivalency of their education obtained in the United States. The equivalency evaluations should be on a course-by-course basis. Two (2) years of experience as an MLT is preferred but not required. Valid certification/registration with ASCP or AMT is preferred but not required. **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.

- A) Knowledge and ability in mathematical, computer, reasoning, and language skills at the college level.
- B) Knowledge and ability to discriminate between closely similar items and the correction of errors by the use of pre-set strategies.
- C) Knowledge of specific techniques and instruments and the ability to recognize factors which could directly affect results.
- D) Knowledge and ability for implementing all standard laboratory policies and procedures.
- E) Ability to communicate courteously and effectively with laboratory staff as well as the public, both orally and in writing and maintain a professional demeanor.
- F) Knowledge of HIPAA regulations and compliance standards.

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**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. 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