



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

**POSITION:** Laboratory Assistant (PM Shift)-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-22-56

**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:** As a Medical Laboratory Assistant, you will perform some test preparation; perform some waived specimen testing and some moderate complexity testing, specimen verification and tracking, and all related clerical functions and general clean-up tasks. You will also assist by placing properly labeled specimens on automated instruments and identifying results which need to be reviewed with a Medical Technologist/Clinical Laboratory Scientist, documentation, releasing results, and/or computer verification. 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. One (1) year specific related experience in a medical laboratory facility or college level biology and/or chemistry courses is preferred. Eligibility for certification in phlebotomy 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. Background in chemistry, math, medical terminology, knowledge of specimen preparation techniques, and principles of operation of common laboratory instruments.
2. Ability to follow instructions with accuracy and perform detailed tasks thoroughly and completely.
3. Capability of performing repetitive work with a high degree of precision.
4. Ability to maintain strict confidentiality.
5. Ability to communicate courteously and effectively with patients, Laboratory staff, other employees and the general public.
6. Ability to meet and deal with the public for the purpose of supplying or obtaining information.
7. Capability of working biologic specimens in a safe manner.
8. Capability of maintain high standards for all production work with timely completion.
9. Capability to manage large volumes of data and generate reports in an accurate, timely manner.
10. Capability to report required pathogens to OSDH, Infection Prevention, and other required government agencies.

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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