



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

POSITION: Assistant Director of Laboratory Services-Council Oak
VANCY ANNOUNCEMENT: CN-22-184

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: Assists the Director of Laboratory Services in coordinating department activities including budget development, quality assurance and project management. Is responsible for participating in staffing activities, for directing and evaluating laboratory staff; for data collection and reporting; assists with contracts and negotiations, and manages compliance and accreditation initiatives. Assists with oversight of equipment acquisition, deployment and maintenance management. Provides technical assistance and guidance to all levels of management. This is an Exempt position as applicable to the provisions of the FLSA. This position is located at the Council Oak Comprehensive Health in Tulsa, OK.

- A) The incumbent is responsible to provide technical support, assist in the review of all contracts, and assist with standardizing all laboratory analyzers and procedures for all hospital and clinical laboratories in the Creek Nation Department of Health.
- B) The incumbent is responsible for assisting in maintaining all Creek Nation Laboratories membership in the Clinical Laboratory Improvement Act of 1988 also known as CLIA in order to maintain all laboratories and meet CMS guidelines for billing purposes.
- C) Provides technical support to all Creek Nation Laboratories.

REQUIREMENTS: Candidates must meet the following requirements:

Graduation from an accredited 2 year MLT or 4 year MT program is required. Five (5) years of pertinent full-time Laboratory experience is required, including experience in the following areas: Hematology, Clinical Chemistry, Coagulation, Urinalysis, Transfusion Medicine, and Serology. Valid certification with AMT or ASCP 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. Knowledge of budgeting and financial management.
2. Knowledge of project management.
3. General computer knowledge, as well as Windows operating systems, MS Office Applications and general terminology.
4. Interpersonal skills
5. Ability to plan, schedule and direct work projects and activities.
6. Supervisory skills.
7. Analytical skills
8. Knowledge of HIPAA regulations and compliance standards.
9. Strong written and verbal communication skills.
10. Ability to manage multiple tasks simultaneously and flexibility in prioritization.
11. Ability to maintain confidentiality.
12. Knowledge of laboratory techniques and instruments.
13. Ability to communicate courteously and effectively with Laboratory staff as well as the public, both orally and in writing and maintain a professional demeanor.

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.

Staffing Coordinator

Date