



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

**POSITION:** Transporter (Hope Unit)-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-22-304

**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:** Under general supervision, provide transportation of patients/clients to and from hospitals, convalescent facilities, dialysis centers, rehabilitation centers, medical offices and patient/clients private residence in a safe, secure and professional manner. This position is located at the MCN Medical Center located in Okmulgee, OK.

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

High School diploma or GED. No experience necessary, prefer 1 year experience working with psychiatric patients.

- a) Valid Oklahoma Driver's License, must become CPI or similar certified within 60 days of employment. Current BLS certification or recertification within six weeks of hire. **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. Knowledge of basic vehicle operations and driver/car manuals.
2. Ability to follow GPS and/or capable of reading a map for directions.
3. Ability to remain calm in potentially tense situations.
4. Skills in organizing maintaining accurate records and documentation.
5. Ability to maintain strict confidentiality.
6. Ability to communicate courteously and effectively with patients, clinic/hospital staff, and the general public.
7. Ability to work with Muscogee Nation Transit and follow all policy and procedures required to reserve, pick up and return vehicles
8. Ability to utilize a personal computer and its applications in a Windows environment.
9. Ability to maintain a confident, professional demeanor.

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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) 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