



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

**POSITION:** Surgical Technician (3 Positions)-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-22-313

**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 the position is to provide skilled surgical technician assistance to the operating room personnel of the Council Oak Comprehensive Health located in Tulsa, OK.

---

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

Completion of a program or training for Surgery Technicians is preferred. A minimum of one (1) year of related experience is required. Valid CPR certifications are 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 cleaning and sterilizing techniques utilized in an operating room.
2. Knowledge of health record procedures and hospital ambulatory clinic procedure.
3. Knowledge of medical terminology and abbreviations.
4. Ability to work closely with highly skilled operating room nurses and surgeons in pressure situations.
5. Ability to communicate courteously and effectively with patients and their families when needed regarding surgical procedures and after care procedures.

---

**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