



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

**POSITION:** Lab Secretary/Phlebotomist-Koweta Clinic  
**VACANCY ANNOUNCEMENT:** CN-22-295

**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 this position is to provide general administrative, clerical, reception and secretarial support to the Laboratory Staff of the Koweta Indian Health Clinic. Incumbent is under direct supervision of the Medical Lab Supervisor. This position is located at the Koweta Indian Health Center in Coweta, OK.

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

High School Diploma or GED equivalent is required. Completion of a program or training in medical office technology or related field of study is preferred. One (1) year of work experience in a medical business office or related experience. Must possess valid certification in phlebotomy. **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. Ability to communicate courteously and effectively with patients and their families, clinic and MNHS staff and the general public via telephone, in person and in writing.
2. Skill and ability to utilize a personal computer and its applications in a Windows environment and be willing to train for advanced computer courses.
3. Knowledge of data entry on an EHR database, word processing and the ability to utilize a personal computer in a Windows environment.
4. Ability to organize, file and retrieve information.
5. Ability to type accurately, using good grammar and composition skills and utilize secretarial and other references to produce proper and accurate documents.
6. Knowledge of the Privacy Act as it relates to confidentiality and release of medical information.
7. 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