



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

POSITION: Receptionist/Greeter-CNCH
VACANCY ANNOUNCEMENT: CN-22-405

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 this position is to perform receptionist and patient greeter duties. Provide administrative and clerical support to the staff of the assigned department and health facility. This position is located at the Creek Nation Community Hospital located in Okemah, OK.

REQUIREMENTS: Candidates must meet the following requirements:
High School Diploma or GED equivalent is required. Completion of a program in Medical Office Technology or related field is preferred. One (1) year of relevant experience is preferred. Valid Oklahoma Driver's License and must be insurable. **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 in the operations of a health clinic and hospital in areas such as medical records, appointment scheduling, etc.
2. Knowledge of personal computers and their operation in a Windows environment. Specific knowledge is required in Windows and Microsoft Office Professional.
3. Ability to organize, file and retrieve information.
4. Ability to maintain strict confidentiality in reference to the Privacy Act of 1974 and its regulations with regard to patient confidentiality and release of medical information.
5. Ability to meet and deal with patients, their family members and the general public for the purpose of supplying or obtaining information.
6. Ability to maintain a confident, professional demeanor and communicate effectively, both orally and in writing with co-workers and other MCNDH staff.
7. Must possess excellent organizational and customer service skills.

APPLICATION PROCEDURES: Apply online at 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 Tracy Watters at (918) 762-0307. 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