



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

POSITION: Occupational Therapy Assistant-Council Oak
VACANCY ANNOUNCEMENT: CN-22-409

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 occupational therapy and support to the Occupational Therapy department. Incumbent is under direct supervision of the Occupational Therapist. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Graduate of an accredited Associate Degree program for Occupational Therapy Assistants recognized by the NBCOT. Incumbent must possess current State of Oklahoma Licensure for Occupational Therapist Assistants. **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 and experience of the principles and procedures of Occupational Therapy and its relationship to health, treatment and prevention of disability, quality of life issues and the value of interdisciplinary interaction through supervision and monitoring of an Occupational Therapy Program.
2. Ability and skill in providing occupational therapy treatments and procedures in accordance with State laws to assist in development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by an occupational therapist.
3. Knowledge of basic features of main occupational therapy theories, models of practice, principles, and evidence-based practice.
4. Skills in gathering screening and evaluation data, completing checklists, histories, and interviews.
5. Ability to select and adapt purposeful activities that support intervention goals.
6. Ability to maintain safe environments, equipment, and materials.
7. Ability to prepare and maintain accurate records and progress notes.
8. Ability to use personal computers operating general office software in a Windows environment.
9. Ability to plan, organize and prioritize work.
10. Ability to communicate effectively with patients, medical staff, administrative staff, health care professionals and the general public both orally and in writing.

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 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