



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

**POSITION:** Hospital Phlebotomist-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-23-40

**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 the position is to perform phlebotomist duties collecting and transporting specimens for testing and analysis; processing specimens, packing specimens for transportation, specimen tracking, and all related clerical functions and general clean-up tasks. Technical support and guidance provided under the supervision of the laboratory manager. Because MCNDH hospital laboratories must be staffed 24/7, the Phlebotomist I working in a hospital will rotate holidays, and may be required to rotate to other days and hours as needed for patient care. This position is located at the Medical Center in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent is required. Phlebotomy classes are preferred but not required. Eligible for certification in phlebotomy preferred but not required. **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 medical and process lab terminology.
  2. Knowledge and ability in computer, reasoning and language skills.
  3. Knowledge of procedures for appointing and routing patients in a clinical laboratory.
  4. Knowledge of laboratory safety practices.
  5. Skills in organizing and maintaining accurate records and documentation.
  6. Ability to maintain strict confidentiality.
  7. Ability to communicate courteously and effectively with patients, Laboratory staff, other employees and the general public, both orally and in writing, and maintaining a professional demeanor.
  8. Ability to maintain a positive, helpful department, encouraging team members.
  9. Ability to work under stress and function in emergency situations.
  10. Good communication skills, computer knowledge, and the ability to work with others as a team to ensure quality patient care.
  11. Ability to maintain a confident, professional demeanor.
  12. Knowledge of HIPAA regulations and compliance standards.
  13. Capability of working with biologic specimens in a safe manner.
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**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.

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Staffing Coordinator

Date