



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

**POSITION:** MLT/MLS (Weekends)-COCH  
**VACANCY ANNOUNCEMENT:** CN-23-129

**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, three 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 aid in the diagnosis and treatment of disease by performing moderately complex or highly complex procedures in a specific area of the laboratory under the direction of the laboratory manager or lab director when necessary. Provides data in the diagnosis and treatment of disease. The MLS I may perform phlebotomy, processing, and send outs. The MLS I will assist key operators of analyzers and sections to ensure accurate precise results are released. The MLS I will train less experienced staff. Because MCNDOH hospital laboratories must be staffed 24/7, the MLS 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 Council Oak Comprehensive Healthcare in Tulsa, OK.

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

Bachelor of Science degree in a chemical, physical, biological or clinical laboratory science, or medical technology from an accredited institution is required which includes at least 60 semester hours, or equivalent, from an accredited institution that, at a minimum, include either 24 semester hours of Medical Laboratory Science courses, or 24 hours of science courses that include 6 hours of chemistry, 6 hours of biology, and 12 hours of chemistry, biology, or Medical Laboratory Science courses in any combination. Individuals who have degrees from foreign institutions must have an evaluation of their credentials to determine the equivalency of their education obtained in the United States. The equivalency evaluations should be on a course-by-course basis. One (1) year of pertinent full-time as an MT/MLS is preferred but not required. Valid certification/registration with ASCP or AMT, is 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 and ability in mathematical, computer, reasoning, and language skills at the college level.
2. Knowledge and ability for implementing all standard laboratory policies and procedures.
3. Knowledge and ability to discriminate between closely similar items and the correction of errors by the use of pre-set strategies.
4. Knowledge of specific techniques and instruments and the ability to recognize factors which could directly affect results.
5. Knowledge of medical technology, theory, practices, techniques, and procedures.
6. Skill in performing laboratory testing.
7. Knowledge of laboratory safety practices.
8. 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.
9. Ability to maintain a positive, helpful department, encouraging team members.
10. Ability to work under stress and function in emergency situations.
11. Good communication skills, computer knowledge, and the ability to work with others as a team to ensure quality patient care.
12. Knowledge of HIPAA regulations and compliance standards.

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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](tel: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