



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

**POSITION:** LPN-Council Oak Clinic  
**VACANCY ANNOUNCEMENT:** CN-23-148

**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 serve as a Licensed Practical Nurse in the Ambulatory Health Center on continuing basis performing a variety of duties involving basic and technical procedures for patients seen in the health Center. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

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

Graduation from an accredited practical nursing curriculum is required. One (1) year relevant experience as a member of a nursing team. Incumbent is required to possess current licensure by the State of Oklahoma or National Council of State Boards of Nursing for Practical Nursing and current CPR certification. **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 skill sufficient to perform a moderately difficult range of nursing care.
2. Knowledge of human body structure, function, illnesses, and/or disease entities and skill sufficient to communicate with nurses, patients, family members, and clinic staff.
3. Knowledge and skill to interview and assess patients for complaints.
4. Knowledge and skill sufficient to assess immunizations status and to administer immunizations in accordance with current immunization schedules and to recognize contraindications and adverse reactions.
5. Knowledge and skill sufficient to prepare dosages, administer medications, and recognize contraindications of prescribed medications.
6. Knowledge and skill sufficient to respond to emergency situations.

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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:9187620307). 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