



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

**POSITION:** Hospital Laboratory Assistant-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-23-367

**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, 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.

---

**DESCRIPTION OF ASSIGNMENT:** The purpose of the Laboratory Assistant position is to perform phlebotomist duties including collecting and transporting specimens for testing and analysis, processing and performing waived testing, specimen verification and tracking, as well as clerical duties and general clean-up tasks. You will also assist by placing properly labeled specimens on automated instruments and identifying results which need to be reviewed with a Medical Technologist/Clinical Laboratory Scientist, documentation, releasing results, and/or computer verification. The Laboratory Assistant position must be competent in all tasks related to phlebotomy, processing, send outs, ordering, and competent to perform all waived testing, limited moderate complexity testing, basic and routine maintenance duties, assist the lab techs as needed, assist the phlebotomists, train less experienced coworkers and ensure documentation is complete for waived testing and assigned duties. Because MCNDOH hospital laboratories must be staffed 24/7, the Laboratory Assistant working in a hospital will rotate holidays and may be required to rotate to other days and hours as needed for patient care. The position is located at Council Oak Comprehensive Healthcare in Tulsa Ok.

---

**REQUIREMENTS:** Candidates must meet the following requirements: High School Diploma or GED equivalent is required. One (1) year specific related experience in a medical laboratory facility, or two (2) years of experience as a medical assistant including phlebotomy, or college level biology and/or chemistry courses, such as enrollment in Medical Laboratory Technician program at an accredited college or university. Eligibility for certification in phlebotomy is preferred.

---

**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 chemistry, math, medical terminology, knowledge of specimen preparation techniques, and principles of operation of common laboratory instruments.
2. Ability to follow instructions with accuracy and perform detailed tasks thoroughly and completely.
3. Capability of performing repetitive work with a high degree of precision.
4. Ability to maintain strict confidentiality.
5. 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.
6. Ability to maintain a positive, helpful department, encouraging team members.
7. Ability to work under stress and function in emergency situations.
8. Good communication skills, computer knowledge, and the ability to work with others as a team to ensure quality patient care.
9. Ability to meet and deal with the public for the purpose of supplying or obtaining information.
10. Capability of working with biological specimens in a safe manner.
11. Knowledge of laboratory safety practices.
12. Capability of maintaining high standards for all production work with timely completion.
13. Capability to manage large volumes of data and generate reports in an accurate, timely manner.
14. Skills in organizing and maintaining accurate records and documentation.
15. Capability to report required pathogens to OSDH, Infection Prevention, and other required government agencies.

---

**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