



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

**POSITION:** EVS Floor Tech - Koweta  
**VACANCY ANNOUNCEMENT:** CN-24-18

**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 maintain an aesthetic, clean and safe environment within the health care facility for patients and their families, MCNDH Staff, visitors and the general public. Incumbent is responsible for performing routine housekeeping tasks throughout the Koweta Indian Health Facility located in Coweta, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent is required. Two (2) years of progressively responsible janitorial training or experience is strongly preferred.

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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 janitorial/housekeeping practices and procedures used in health care facilities.
2. Knowledge and skill in the operation and maintenance of equipment used in the performance of position duties. Such as vacuums, burnishers, scrubbers, wet vacs, carpet extractors.
3. Knowledge of floor procedures including dust mopping, mopping, stripping, application of floor finish, burnishing.
4. Knowledge of floor pads used for daily maintenance, burnishing, and stripping.
5. Knowledge of infection prevention practices in a health care environment.
6. Knowledge and skill in the operation and maintenance of equipment used in the performance of position duties.
7. General working knowledge of basic electrical, plumbing and carpentry repair will benefit the incumbent.
8. Ability to carry out written and verbal instructions.
9. Ability to courteously and effectively communicate with patients, visitors, co-workers, and the general public both orally and in writing.

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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