



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

POSITION: Medical Assistant-Sapulpa
VACANCY ANNOUNCEMENT: CN-24-48

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 position is to provide medical and administrative support to medical staff of the Muscogee Creek Nation Department of Health. Incumbent will also provide clerical, general, and technical assistance. Technical support and guidance are provided by the Clinical Director, Physician and/or clinic Physician Assistant. This position is located at the Sapulpa Indian Health Center in Sapulpa, OK.

REQUIREMENTS: Candidates must meet the following requirements:
Completion of Medical Assistant program or training received from a Vo-Tech or equivalent. One (1) year specific related experience is preferred. Valid BLS is required. CMA certification 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 medical terminology used in a health care facility.
2. Knowledge of procedures for appointing and routing patients in a health practice setting.
3. Skills in organizing maintaining accurate records and documentation.
4. Ability to maintain strict confidentiality.
5. Ability to communicate courteously and effectively with patients, clinic/hospital staff, and the general public.
6. Ability to learn the requisition procedures, formats and protocols of the Clinic.
7. Ability to utilize a personal computer and its applications in a Windows environment.
8. Ability to maintain a confident, professional demeanor.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (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