



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

**POSITION:** Program Administrative Assistant-(BHS)-Sapulpa  
**VACANCY ANNOUNCEMENT:** CN-24-50

**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 provide administrative support to the Project Director, assist in the development, planning and facilitation of Youth Wellness program activities and maintain fiduciary compliance with yearly budget. This position is located at the Sapulpa Indian Health Center in Sapulpa, Ok.

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**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent is required. An Associates Degree in Business Administration or related field is preferred. One (1) year relevant experience within the Behavioral Health field. Five (5) years of relevant experience in general office management. Must possess a valid Oklahoma Driver's License and be insurable.

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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 office management in a Behavioral Health environment.
  2. Knowledge of basic counseling procedures to fulfill the needs of the patient's physical and emotional needs.
  3. Ability to learn the requisition procedures, formats, and protocols of the Muscogee (Creek) Nation Department of Health.
  4. Knowledge and ability to utilize a personal computer and its applications in a Windows environment.
  5. Ability to type accurately, using good grammar and composition skills, and the ability to proofread documents.
  6. Ability to utilize secretarial and other references to produce proper, accurate documents.
  7. Ability to maintain strict confidentiality and professional demeanor in the performance of duties.
  8. Treat individuals with respect, keep commitments, inspire the trust of others, work with integrity and ethics in a professional practice that upholds the organization's values.
  9. Speaks clearly and persuasively in a positive or negative situation.
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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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.

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Staffing Coordinator

Date