



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

**POSITION:** Laboratory Manager-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-24-146

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

---

The Muscokee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscokee (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 supervisory support to the laboratory(s) and to be responsible for the administrative duties of the laboratory(s) as well as duties as an MT/MLS or to aid in the diagnosis and treatment of disease by performing complex analyses requiring the exercise of independent judgment, correlation of test results and interpretation of findings with respect to normal values. This is an Exempt position applicable to the provisions of the FLSA. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, Ok.

---

**REQUIREMENTS:** High School Diploma or GED equivalent is required and a Bachelor of Science degree (MT/MLS) in a chemical, physical, biological, or clinical laboratory science, or medical technology from an accredited institution is required. Individuals who have degrees from foreign institutions must have an evaluation of their credentials to determine the equivalency of their education obtained in the United States. The equivalency evaluations should be on a course-by-course basis. Preferred Five (5) years of laboratory training or experience, including experience in each main section of the laboratory(s) managed. Valid certification/registration with ASCP or AMT as an MT/MLS is required. The Laboratory Manager must meet the CLIA requirements to fill the roles of the General Supervisor and the Technical Consultant.

---

**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 ability in mathematical, computer, reasoning, and language skills at the college level.
  2. Knowledge and ability for implementing all standard laboratory policies and procedures.
  3. Knowledge and ability to discriminate between closely similar items and the correction of errors using pre-set strategies.
  4. Knowledge of specific techniques and instruments and the ability to recognize factors which could directly affect results.
  5. Knowledge of medical technology, theory, practices, techniques, and procedures.
  6. Skill in performing laboratory testing.
  7. Knowledge of laboratory safety practices.
  8. Ability to work under stress and function in emergency situations.
  9. Good communication skills, computer knowledge, and the ability to work with others as a team to ensure quality patient care.
  10. Ability to communicate courteously and effectively with laboratory staff as well as the public, both orally and in writing and maintain a professional demeanor.
  11. Ability to recognize interdependency of tests and the knowledge of physiological conditions affecting test results in order to confirm test results and develop data which may be used by a physician in determining the presence and extent of disease.
  12. Knowledge of HIPAA regulations and compliance with standards.
- 

**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.