



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

POSITION: Director of Laboratory Services-Medical Center/Council Oak
VACANCY ANNOUNCEMENT: CN-24-147

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: Under executive direction, coordinates department activities including budget development, quality assurance and project management. Is responsible for participating in staffing activities, for directing and evaluating radiology staff; for data collection and reporting; manages contracts and negotiations and manages compliance and accreditation initiatives. Responsible for oversight of equipment acquisition, deployment, and maintenance management. Provides technical assistance and guidance to all levels of management. This is an Exempt position applicable to the provisions of the FLSA. This position is located at Muscokee (Creek) Nation Medical Center in Tulsa, OK and/or Council Oak Comprehensive Healthcare in Tulsa, Ok.

REQUIREMENTS: Graduation from an accredited 2-year MLT or 4-year MT program is required. Four (4) years of pertinent full-time Laboratory experience is preferred. Valid certification with AMT, ASCP, HEW, or CLT is required.

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 budgeting and financial management.
 2. Knowledge of project management.
 3. General computer knowledge, as well as Windows operating systems, MS Office Applications, and general terminology.
 4. Interpersonal skills.
 5. Ability to plan, schedule and direct work projects and activities.
 6. Supervisory skills.
 7. Analytical skills.
 8. Knowledge of HIPAA regulations and compliance standards.
 9. Strong written and verbal communication skills.
 10. Ability to manage multiple tasks simultaneously and flexibility in prioritization.
 11. Ability to maintain confidentiality.
 12. Knowledge of laboratory techniques and instruments.
 13. Ability to communicate courteously and effectively with Laboratory staff as well as the public, both orally and in writing and maintain a professional demeanor.
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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.