



# Support Staff

## BHS - Muskogee

**VACANCY ANNOUNCEMENT:** VA 24-224

**STARTING SALARY:** Negotiable

**CLOSING DATE:** Open Until Filled

Muskogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muskogee Nation. MCN Health 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 this position is to provide support services to BHS Staff at the assigned clinic. Incumbent is under the direct supervision of the BHS Operations Manager.

**REQUIREMENTS:** High School Diploma or GED equivalent is required. A minimum of one (1) year related experience is preferred. Must possess a valid driver's license.

**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.

- Ability to learn the requisition procedures, formats and protocols of Behavioral Health Services and the Muskogee Nation Department of Health (MNDH).
- Ability to courteously communicate effectively both orally and in writing with patients, MNDH Staff, Tribal, and the general public.
- Knowledge and ability to utilize a personal computer application in a Windows environment.
- Ability to type accurately, using correct grammar and the ability to proofread documents.
- Ability to utilize secretarial references to produce proper, and accurate documents.
- Ability to perform basic custodial duties in an office setting.
- Ability to maintain a confident, professional demeanor, and professional appearance.
- Ability to maintain strict confidentiality in regard to patient information.
- Must possess excellent organizational skills.

**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.

Staffing Coordinator

Date