



Medical Assistant-Podiatry

Council Oak

VACANCY ANNOUNCEMENT: VA 24-300

STARTING SALARY: Negotiable

CLOSING DATE: Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee 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 the position is to provide medical and administrative support to medical staff of the Muscogee Creek Nation Department of Health. Incumbents 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 Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Completion of Medical Assistant program or training received from a Vo-Tech or equivalent is preferred. Experience in lieu of educational requirement may be considered. 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.

- Knowledge of medical terminology used in a health care facility.
- Knowledge of procedures for appointing and routing patients in a health practice setting.
- Skills in organizing and maintaining accurate records and documentation.
- Ability to maintain strict confidentiality.
- Ability to communicate courteously and effectively with patients, clinic/hospital staff, and the general public.
- Ability to learn the requisition procedures, formats, and protocols of the Clinic.
- Ability to utilize a personal computer and its applications in a Windows environment.
- Ability to maintain a confident, professional demeanor.

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