



# Dental Receptionist

Koweta Clinic

**VACANCY ANNOUNCEMENT:** VA 24-306

**STARTING SALARY:** Negotiable

**CLOSING DATE:** Open Until Filled

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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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of this position is to perform receptionist duties and provide administrative and clerical support to the dental staff. This position is located at the Koweta Indian Health Center in Coweta, OK.

**REQUIREMENTS:** High School Diploma or GED equivalent is required. A minimum of one (1) year related experience 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.

- Ability to learn the requisition procedures, formats and protocols of the Muscogee (Creek) Nation Department of Health (MCNDH).
- Knowledge in the operations of a dental clinic in areas such as medical records, dental records, appointment scheduling, etc.
- Knowledge of health records and confidentiality of health information and able to maintain strict confidentiality.
- Knowledge of computers and their operation in a Windows environment. Specific knowledge is required in Windows and Microsoft Office Professional.
- Ability to type accurately, using good grammar and composition skills, and the ability to proofread documents.
- Ability to utilize secretarial and other references to produce proper, accurate documents.
- Ability to maintain a confident, professional demeanor, professional appearance and communicate courteously and effectively with all levels of staff, patients, and the general public, both orally and in writing.
- 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.

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Staffing Coordinator

Date

Muscogee Nation Department of Health  
Human Resources  
P.O. Box 1119  
Okmulgee, OK 74447