



Administrative Assistant - BHS

Okmulgee

VACANCY ANNOUNCEMENT: VA 24-334

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 administrative support to the Operations and Budget Analyst and Behavioral Health Services (BHS) Director in a variety of ways. The position is located at the Okmulgee Indian Health Center in Okmulgee, OK.

REQUIREMENTS: High School Diploma or GED equivalent is required. An Associate's Degree in Business Administration or related field is preferred. One (1) year related experience within the Behavioral Health field. Five (5) years of relevant experience in general office management.

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 office management in a Behavioral Health environment.
- Knowledge of basic counseling procedures to fulfill the needs of the patient's physical and emotional needs.
- Ability to learn the requisition procedures, formats and protocols of the Muscogee (Creek) Nation Department of Health.
- Knowledge and ability to utilize a personal computer and its applications in a Windows environment.
- 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 strict confidentiality and professional demeanor in the performance of duties.
- Treat individuals with respect, keep commitments, inspire the trust of others, work with integrity and ethics in a professional practice that upholds the organization's values.
- Speaks clearly and persuasively in a positive or negative situation.

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