



Human Resources
P.O. Box 400
Okmulgee, OK 74447

POSITION: Laboratory Manager-MCNMC
VACANCY ANNOUNCEMENT: CN-17-50

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two 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 supervisory support to the Laboratory and to be responsible for the administrative duties of the Laboratory as well as duties as Medical Technologist to aid in the diagnosis and treatment of disease by performing complex analyses requiring the exercise of independent judgment, correlation of test results and interpretation of findings with respect to normal values. This is an Exempt position as applicable to the provisions of the FLSA. Position is located at the Muscogee (Creek) Nation Medical Center located in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. Successful completion of 90 semester hours of academic credit necessary to satisfy requirements of the position as well as a structured curriculum in Medical Laboratory Techniques at an accredited institution is required. Four (4) years of pertinent full-time Laboratory experience. Valid ASCP certification as a MT 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 and ability to discriminate between closely similar items and the correction of errors by the use of pre-set strategies.
 2. Knowledge of specific techniques and instruments and the ability to recognize factors which could directly affect results.
 3. Knowledge of more than one test within each specialty area is expected.
 4. Ability to recognize interdependency of tests and the knowledge of physiological conditions affecting test results in order to confirm test results and develop data which may be used by a physician in determining the presence and extent of disease.
 5. Ability to communicate courteously and effectively with Laboratory staff as well as the public, both orally and in writing and maintain a professional demeanor.
 6. Ability to maintain strict confidentiality regarding health information.
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APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (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 Jeremy Smith at (918) 732-7828. 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