



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 08/30/2022	Employee Requisition Number ER-22399	JOB OPPORTUNITY	
Title/Position: CHR ADMINISTRATIVE ASSISTANT			
Pay Grade HG 8	Salary Range \$25,168-32,822	Classification Hourly	
Department: CHR	Location: Okemah	Location Code: 1948	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	JOB SUMMARY The purpose of the position is to provide administrative, clerical and secretarial support to the Program Manager and other staff of the CHR Program. Incumbent must be able to perform duties under minimal supervision.
Principal Duties and Responsibilities:	ESSENTIAL FUNCTIONS Satisfactory job performance will be determined by successful execution of the following: A) Assist with management of program expenditures, budget management and preparation. B) Responsible for the maintenance of a computerized client database. C) Responsible for entering all data from Patient Care Component Forms into a computerized client database, oversee and train basic data entry to CHRs. D) Ensures integrity and confidentiality of all information and data that is associated with each Patient Care Component, client files, makes routine reports and retrieves records as requested. E) Responsible for timekeeping procedures and training staff in timekeeping procedures. F) Regular attendance is required. G) Performs other duties as assigned.
Minimum Requirements:	MINIMUM QUALIFICATIONS Education – High School Diploma or GED equivalent is required. Experience – A minimum of one (1) year of relevant experience is required. Licenses & Certification – Certificate of completion of a Program or Training in Medical Office Technology or related field is preferred but not required. Must possess valid State of Oklahoma Drivers License, be insurable and have a clean driving record. Maintenance of clean driving record and ability to be insured is required for continued employment.
Preferred Requirements:	Knowledge & Skills – a) Ability to exercise sound independent judgment, effective problem



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	<p>solving skills, establish work priorities and handle a variety of tasks with minimal supervision.</p> <p>b) Knowledge in support services, communications, planning, and contracting in a health-related field.</p> <p>c) Knowledge of MCNDH accounting procedures, assist with management of program expenditures, budget management and preparation.</p> <p>d) Ability to utilize a personal computer and its applications in a Windows environment.</p> <p>e) Knowledge of general medical terminology.</p> <p>f) Knowledge and the ability to accurately enter data into RPMS/Next Gen patient database.</p> <p>g) Advance skills in office work, including ordering, inventory and organizing work.</p> <p>h) Ability to communicate courteously and effectively with vendors, clients and their families, MNDH Staff and the general public both orally and in writing.</p> <p>i) Skill and ability to communicate courteously and effectively with CHR clients, CHR and other MNDH Staff and the general public both orally and in writing.</p> <p>j) Ability to meet assignment deadlines and interpret established policies and procedures.</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Personal vehicle insurance

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



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Dependability: Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.