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 07/14/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **COLLABORATION FAMILY ADVOCATE**			
Pay Grade SG 8	Salary Range $25,168-32,822	Classification Full Time	
Department: HEAD START	Location: Okmulgee	Location Code: 108	FT/PT 1-Full Time

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

General Summary:	Provide for the Muscogee (Creek) Nation Head Start program data entry and data collection of collaboration sites participating children and families. Monitor and track services and data of the Head Start children, maintaining Head Start program documents and assisting with, academic efforts; providing a safe environment conducive to learning; keeping parents informed. Will work as a team member with the MCN Head Start.
Principal Duties and Responsibilities:	Will maintain current and accurate Head Start children and family files as required by the MCN Head Start Program in creating individual child(s) folders to be kept while following confidentiality procedures. Included will be Health Summary and Tracking systems to ensure all Health/Social Services are completed: i.e. Height/Weight, Form 6, Hearing/Vision screening, Strabismus/Scoliosis screenings, hemoglobin/hematocrit screenings, dental screening physical/dental forms, etc. Review child immunization records and implement procedures to bring child up-to-date on status. Must obtain written documentation of parent of refusal of immunizations. Maintains and manages the ChildPlus Child tracking system for the public school collaboration sites of the MCN Head Start Program. Initiate and process PIR data. Able to work with families and provide social service resources, if needed. Keep parents informed by maintaining records of attendance and social acclamation; both regularly scheduled and as needed. Assist teacher on visits with Head Start families to complete the Family Partnership Agreement within the first 30 days of the child's enrollment. Utilize the Family Partnership Agreement to determine any families need for services and to network with tribal and external agencies in order to effectively meet any identified needs. Make periodic home visits Health/Social service in November and April, and as often as needed. Responsible for all documentation of such visits.

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	Responsible for follow-ups on absenteeism and maintaining required Head Start documentation in child's file. Assists the MCN Head Start teaching staff with MCN Head Start children in the classroom when needed. Prepares MCN Head Start Social Service monthly report to the MCN Head Start administration. Assists in MCN Head Start In-Service and staff meetings; as directed. Must document and report any suspected child abuse, neglect, etc. Must be familiar with Head Start Performance Standards and be willing to participate in on-site federal reviews when necessary. Participate in the annual MCN Head Start Community Assessment and Self-Assessment. Assist with conducting recruitment and enrollment of Head Start students. Act as a liaison between the MCN Head Start Program and the Public School. Will facilitate monthly parent trainings and arranging qualified presenters in the area's of interest expressed by the parents during Parent Committee meetings. Provide summary report to parents on screenings and follow-up results immediately following services. Assess nutrition data record and graph height and weight in ChildPlus and make referrals if needed. Must submit to and pass all necessary background checks and drug testing. Must have a physical annually and an initial TB skin test. Shall perform all other duties as assigned.
Minimum Requirements:	High School Diploma or GED. Must be computer literate with skills of data entry and retrieval, classroom instruction and ability to organize time schedule effectively. Must possess valid Drivers License.
Preferred Requirements:	Early Childhood Bachelor Degree or AA in Early Childhood related field with experience in teacher of preschool children.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

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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.
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.

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