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 08/23/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **TRS CASE WORKER II**			
Pay Grade SG 11	Salary Range $35,859-46,820	Classification Full Time	
Department: CHILDREN FAMILY & SERVICES	Location: Okmulgee	Location Code: 93	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Tribal Reunification Services Program Manager, the Tribal Reunification Services Worker will provide intensive case management services to Muscogee children who have been removed from their homes due to abuse and neglect. The Tribal Reunification Services Worker will provide intensive case management services to the parents/custodians of those children. The Tribal Reunification Services Worker will perform the following: conduct individual and family assessments; develop family service plans; locate and coordinate services with community, tribal and state social service agencies to assist families with reunification; conduct home visits; transport children to services, visits, etc.; respond immediately to the needs of those children in foster care; report families' progress on service plans to the court; and make recommendations regarding visitation, reunification, termination, etc. to the court. The Tribal Reunification Services Worker shall be knowledge of the following; principals and practices of social work; child development stages; emotional, physical, and mental needs of abused/neglected children; basic court terminology and procedures.
Principal Duties and Responsibilities:	1. Conduct individual and family assessments to determine the strengths and needs of children and their parents/custodians. 2. Develop family service plans designed to reunify children with their families. 3. Assist the family in locating and determining appropriate resources and services. 4. Maintain regular contact with children and families by conducting home, school or work visits. 5. Transport children to foster care placements, medical appointments, visitations, etc. 6. Provide 24 hour response to meet the needs of children in foster care. 7. Attend tribal court hearings and provide testimony when necessary. 8. Provide written reports regarding the family's progress on service

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	plans and make recommendations regarding visitation, reunification, termination, etc. to the court. 9. Maintain efficient management of cases and case files. 10. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports. 11. Maintain confidentiality of CFSA programs and caseloads. 12. Participate in CFSA and ICW staff meetings. 13. Attend multi-disciplinary team meetings and other meeting when required. 14. Attend trainings, workshops or other educational programs. 15. Perform other duties as assigned.
Minimum Requirements:	1. Minimum Requirements – Bachelors Degree in Social Work or other related field and one (1) year experience in professional social work.
Preferred Requirements:	2. Preferred Requirements – Bachelor's Degree in Social Work or other related field and three (3) years experience in professional social work; or Master's Degree in Social Work or other related field and one (1) year experience in professional social work.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

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.

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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.