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 10/07/2016	Employee Requisition Number ER-17024	**JOB OPPORTUNITY**	
Title/Position: **ELDER ADVOCATE**			
Pay Grade HG 10	Salary Range $31,865-41,579	Classification Hourly	
Department: SENIOR SERVICES	Location: Okmulgee	Location Code: 97	FT/PT 2-Part-time

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

General Summary:	Elder Advocate will assist seniors and their families with concerns regarding matters of health, housing and other issues of aging. The elder advocate will support the needs of senior citizens, providing them with the information and assistance they need in order to continue living the highest quality of life possible with dignity and respect. As healthcare becomes more complex and seniors live longer it is important that the role of an elder advocate entails making sure that everything regarding the seniors medical care is taken care of correctly.
Principal Duties and Responsibilities:	• Understand basic rights of patients and apply knowledge regarding Medicare, Medicaid and supplemental secondary insurance coverage, limitations and benefits. This may include something as simple as transportation to doctors, tests, and procedures, making sure prescriptions are picked up or taken correctly, reviewing medical bills and insurance claims to something more detailed such as verifying hospital information and ensuring that an advanced health care directive (sometimes called a power of attorney) and a living will is in place. • Preserve the dignity of seniors, standing up for their rights and needs • Prevent and report elder abuse • Assist the elder to apply for government benefits through housing, health, and social services. • Understand the basics of elderly patient care at home, in assisted living facilities and in nursing homes or other care scenarios. • Evaluate nursing homes and understand the legal rights of seniors and how to protect them from scams. • Educate on the importance of documents such as advance directives and living wills • If the senior remains at home, the advocate makes home visits to make sure the senior is safe and well. • If a senior passes, assisting the family with funeral needs and may just include mailing condolence cards to families. • Be available to support the senior's social network by attending monthly meetings, reporting to the Elder Advisory Committee, assisting on

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	social trips and activities, as well as tribal events such as Senior Games, Creek Festival Senior Activities, the Diabetes Summit, Sweetheart dance, and Grandparents Day.
Minimum Requirements:	Bachelor's degree (B.A.) from four-year College or university; or two years of experience in a related field of advocacy or social environment; or equivalent combination of education and experience
Preferred Requirements:	Graduate degree in a related field with communication and counseling skills; experience in counseling to the needs of varying situations for individuals, families, and communities.
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.

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:

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