



**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 11/06/2018	Employee Requisition Number <b>ER-19033</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>RESIDENT ASSISTANT</b>			
Pay Grade HG 9	Salary Range \$28,308-36,940	Classification Hourly	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT 1-Full Time

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

General Summary:	The Resident Assistant is responsible for all housing units and the campus area. The Resident Assistants are to document and report any and all incidents that may occur during their shift.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Adhere to and enforce the Reintegration Resident's Housing Handbook to ensure the smooth and efficient operations of the housing and its residents.</li> <li>2. Be on call 24 hours a day, 7 days a week.</li> <li>3. Provide information and assistance to Residents.</li> <li>4. Provide simple first aid and summon medical assistance when necessary.</li> <li>5. Mediate interpersonal disputes between Residents.</li> <li>6. Communicate with the Maintenance Supervisor to resolve problems with individual Residents.</li> <li>7. Make regular rounds to ensure that Residents and areas are safe and secure.</li> <li>8. Make unannounced room checks when suspicion is evident of illegal activities and unreported guest are present .</li> <li>9. Observe areas to detect and report unusual behavior.</li> <li>10. Determine the need for housing maintenance and repair and notify appropriate personnel.</li> <li>11. Assist in the Inventory, packing and removal of items left behind by residents.</li> <li>12. Collect and review all incident report forms before meeting with Maintenance Supervisor.</li> <li>13. Must be able to use sound judgement when outside entities shall be called or notified.</li> </ol>
Minimum Requirements:	High School Diploma or GED equivalent. Must have experience in security and/or surveillance. Must pass background check and drug testing.
Preferred Requirements:	High school diploma with 5 years education/experience in the criminal justice field or related field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	na



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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:  
 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



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.