



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 11/02/2018	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: VR OUTREACH/EMPLOYMENT LIAISON			
Pay Grade HG 10	Salary Range \$31,865-41,579	Classification Hourly	
Department: VOCATIONAL REHAB	Location: Okemah	Location Code: 114	FT/PT 1-Full Time

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

General Summary:	The purpose of the position is to facilitate and provide community-specific program activities for the Vocational Rehabilitation Program to Muscogee (Creek) Citizens and other American Indians in order to complete the program goals and objectives.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> A. Provide education about the program through group presentations or to individuals. B. Assist in providing expertise in developing program activities and meetings within the service area. C. Establish objectives with which to evaluate all program activities. D. Responsible for the timely submission of required record keeping and reporting. E. Responsible for building internal and external resource collaboration and networking. F. Seek broad community and professional input into program activities through involvement in American Indian community centers and other tribal programs. G. Ability to participate and work as a team member. H. Assist VR Specialists as needed. I. Develop a job database for consumers and community use. J. Establish relationships with potential employers for VR consumers. K. Possesses and demonstrates presentation/public speaking skills. L. Ability to organize meetings and events for community, tribal and other participants. M. Familiarity with the Muscogee (Creek) Nation service area. N. Ability to effectively achieve program goals and objectives, analyzing situations accurately and adopting effective courses of action. O. Ability to communicate courteously and effectively staff, Creek citizens, tribal officials, outside agencies and the general public on an individual and group basis, both orally and in writing. P. Ability to prioritize tasks and responsibilities in an efficient and effective manner.



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	Q. Ability to organize, file, and retrieve information and maintain a filing/record keeping system. R. Basic computer knowledge. S. Skills in interpersonal relationships, showing sensitivity, empathy, and sense of fairness to the needs and opinions of others and willingness to quickly resolve conflicts and recognize positive efforts. T. Ability to meet with, solicit the cooperation of, and deal effectively with a variety of individuals at all levels, to achieve the goals of the program. U. Performs other related duties as assigned. V. Regular attendance is required.
Minimum Requirements:	Bachelor's Degree in Vocational Rehabilitation or related field is preferred. Experience Two (2) years of relevant experience preferred.
Preferred Requirements:	Bachelor's Degree in Vocational Rehabilitation or related field is preferred. Experience: Two (4) years of relevant experience preferred.
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:

- | | | |
|--|--|---|
| <input type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input checked="" type="checkbox"/> Vibration | <input checked="" type="checkbox"/> 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.