



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 12/10/2018	Employee Requisition Number ER-19058	JOB OPPORTUNITY	
Title/Position: RCP CASE WORKER			
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 supervision of the Certification, Placement, Recruitment & Training Coordinator, the RCP Caseworker's main job duty will be the recruitment and training of foster and adoptive homes for the Muscogee (Creek) Nation. As time allows the RCP Caseworker will also write home studies, and assist in the certification process of foster and adoptive families. The RCP Caseworker will assist Indian Child Welfare (ICW) program staff in locating appropriate foster care/adoptive placement for Muscogee (Creek) children in the custody of CFSA and the Oklahoma Department of Human Services (DHS).
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Recruit foster and adoptive homes for the Muscogee (Creek) Nation. This will involve much Community Outreach. 2. Train foster and adoptive homes for the Muscogee (Creek) Nation. This may require some night or weekend work. 3. Assist Indian Child Welfare staff in locating appropriate foster family homes for Muscogee (Creek) children requiring foster care & adoptive placements. 4. Work with Oklahoma DHS in locating appropriate foster care & adoptive family homes for Muscogee (Creek) children requiring placement. 5. Attend tribal and state court hearings and provide court reports and testimony when necessary. 6. Complete interviews and home study assessments of potential foster care and adoptive placements. 7. Assist families with adoption proceedings in tribal and state courts. 8. Maintain data base of tribal foster and adoptive family resources. 9. Maintain efficient management of cases and case files. 10. Complete monthly, quarterly and/or annual statistical and/or narrative reports. 11. Maintain confidentiality of CFSA programs and cases. 12. Participate in CFSA and ICW staff meetings. 13. Attend multi-disciplinary team meetings and other meetings when required. 14. Attend trainings, workshops and educational programs.



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	15. Maintain caseload and case files. 16. Additional duties as assigned.
Minimum Requirements:	Minimum Requirements – Bachelor’s Degree in Social Work or other related field and one (1) year experience in professional social work.
Preferred Requirements:	Preferred Requirements – Bachelor’s Degree in Social Work or other relevant human service field and two (2) 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.

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



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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.