



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 01/07/2019	Employee Requisition Number ER-19068	JOB OPPORTUNITY	
Title/Position: YOUTH SPECIALIST			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: EMPLOYMENT & TRAINING	Location: Okmulgee	Location Code: 103	FT/PT 1-Full Time

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

General Summary:	The Youth Specialist provides support for Employment and Training opportunities and provides program support by maintaining contact with prospective employers. The Youth Specialist will interview clients and families, follow up regularly and refer clients to other services as needed. Actively promote and develop educational and employment opportunities to Public Law 102-477 and Tribal programs.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assist with improving educational and skill competencies. 2. Assist with completing financial aid application. 3. Develop an Individualized Educational Plan (IEP) for each client. 4. Interview clients to obtain information about employment history, educational background, and career goals, and to identify barriers to employment. 5. Conduct follow up interviews with clients to make sure needs from (IEP) have been met. 6. Determine eligibility for core and intensive services. 7. Counsel individuals to help them understand and overcome personal, social or behavioral problems affecting their education or vocational situations. 8. Assist with the development of programs that will contribute to occupational development, upward mobility development of new careers and opportunities for non-traditional employment. 9. Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. 10. Establish relationship with other service providers to aid program participants. 11. Administer and interpret appropriate career assessment instruments. 12. Attend meetings, educational conferences and training workshops. 13. Be able to multi-task. 14. Perform other duties as assigned.
Minimum Requirements:	Associate Degree and equivalent work experience
Preferred Requirements:	Bachelor Degree with previous experience working with Native American



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	Youth.
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
 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.



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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.