



**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 01/14/2019	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ICW CASE AIDE (TRC)</b>			
Pay Grade SG 8	Salary Range \$25,168-32,822	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 the supervision of the Tribal Reunification & Permanency Program Manager, the ICW Case Aide will assist program staff in the provision of services to Indian families and children. The Case Aide will perform the following: supervision of visitation and transportation of clients to and from appointments or court hearings; and staff support activities, including: typing of case narratives; reports and other documents; initiating and maintaining case files; maintaining office supplies/equipment; and completing office forms. The Case Aide shall be knowledgeable of the following: principles and practices of social work; computer programs and applications; community tribal and state resources.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Assist program staff as needed.</li> <li>2. Supervise visits.</li> <li>3. Provide client transportation.</li> <li>4. Provide resource and referral information to clients.</li> <li>5. Type case narratives, reports and other documents.</li> <li>6. Assist in initiating and maintaining case files.</li> <li>7. Assist in maintaining office supplies/equipment.</li> <li>8. Assist program staff in completing office forms.</li> <li>9. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports.</li> <li>10. Maintain confidentiality of CFSA programs and cases.</li> <li>11. Participate in CFSA and program staff meetings.</li> <li>12. Attend multi-disciplinary team meetings and other meetings when required.</li> <li>13. Attend training, workshops or other educational programs.</li> <li>14. Perform other duties as assigned.</li> </ol>
Minimum Requirements:	High School diploma and one (1) year experience in Social Services or related field.
Preferred Requirements:	<p>Associate's degree in Social Services or related field and one (1) year experience.</p> <p>Special Considerations - Experience working with Muscogee (Creek) or other Native American families; knowledge of Muscogee (Creek) language</p>



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	and culture.
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.