



**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 01/28/2019	Employee Requisition Number ER-19105	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MANAGER</b>			
Pay Grade MG 4	Salary Range \$35,859-46,820	Classification Management	
Department SOCIAL SECURITY	Location: Okmulgee	Location Code: 91A	FT/PT 1-Full Time

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

General Summary:	Under the direction of the Elder Service Director, the Manager for the Social Security Assistance Program is generally responsible for the development, implementation, overseeing and leading the work of the Social Security Assistance Program. The manager is responsible for planning, evaluating to maintain and improve the efficiency of the program, work systems, procedure and policies and prepare reports for management as necessary or as requested.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Oversees the implementation of various client service programs to ensure compliance with prescribed guidelines and activities in accordance with specified program objectives.</li> <li>2. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercise control over personnel responsibilities for specific functions or phases of the program.</li> <li>3. Review reports and records of activities to ensure progress is being accomplished toward specified program objectives and modifies or changes methodology as required to redirect activities and to attain objectives.</li> <li>4. Prepares reports and records on program activities to Elder Service Director as necessary or requested.</li> <li>5. Prepares budget and controls expenditures in accordance with budget allocations.</li> <li>6. Maintains confidentiality on all Social Security Assistance Program clients/claimants and personnel.</li> <li>7. Performs other duties as assigned.</li> </ol>
Minimum Requirements:	Bachelor's Degree from an accredited college or university in a related field with two (2) years experience in social work, social service or related



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	field. Cultural competence and have a thorough knowledge of Social Security, Medicare and Medicaid applications, denials, and appeals. Strong organizational and communication skills.
Preferred Requirements:	Master's Degree and one (1) year experience in social work or related field and cultural competence.
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:**



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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.