



**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 03/21/2019	Employee Requisition Number <b>ER-19129</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>PARENT/COMM ENGAGEMENT SPEC</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: HEAD START	Location: Okmulgee	Location Code: 108	FT/PT 1-Full Time

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

General Summary:	<p>Works as team member.</p> <p>Attends training to further knowledge of content area.</p> <p>Supervise and evaluate job performance of all staff under their direct supervision.</p> <p>Approve all leave of staff under their direct supervision following the Muscogee (Creek) Nation Policy and Procedure Manual.</p>
Principal Duties and Responsibilities:	<p>Assures Performance Standards are understood by staff and utilized throughout the Head Start Program.</p> <p>Plans with other Specialists and Center Supervisors to assure most recent and updated knowledge is available.</p> <p>Provide professional development trainings for staff through in-service workshops, Training and Technical Assistance (TTA), classroom participation, and parent meetings.</p> <p>Perform site visits (minimum of six (6) per month).</p> <p>Promotes the school readiness of Muscogee (Creek) Nation Head Start children by providing technical assistance, mentoring, training to the staff and agency.</p> <p>Regularly reviews Child Plus reports to improve the quality of services to all families and children.</p> <p>Establishes and maintains up-to-date record keeping systems enters data into the computer as needed and provides the Head Start Manager with summary reports related to ERSEA, Family Engagement, and ensures the confidentiality of all records and information.</p>



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Reviews Family Outcome Reports during the school year. Reports information on-going to staff and provides training and technical assistance as needed.

Responsible for developing and implementing recruitment process and include specific efforts to actively locate and recruit children with disabilities and other vulnerable children.

Responsible for Enrollment, Recruitment, Selection, Eligibility, Attendance (ERSEA) content area. Establish a selection criterion that prioritizes participants identified in the community needs assessment.

Must training Head Start management and Head Start staff who make eligibility determinations within 90 days and Policy Council and Governing Body within 180 days.

Responsible for reviewing each Family Service Worker's report for accuracy and assuring all reports are submitted on time.

Responsible for documentation of social services performed within the program for children and families and submitting a monthly report.

Assists in the development and compilation of Community Assessment. Responsible for submission of final report upon request by the Manager.

Assures documentation is kept on referrals for families who indicate a need for services or resources.

Responsible for writing and implementing the Parent and Community Engagement Plans for the Head Start program.

Provides information to parents about fund-raising opportunities and the purpose of fund-raisers.

Recruits and trains parents in the Family Literacy project to develop presentations focused on strengthening current level of literacy skills.

Maintains inventory of all equipment and supplies related to the Family Literacy project.

Responsible for updating the Parent Manual annually.

Conducts bi-monthly staff meeting with Family Service Workers.

Completes and submits Program Information Report (PIR) annually.

Attends staff and management meetings as requested.

Assists in interviews and in selecting potential applicants when there is an



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	<p>opening.</p> <p>Responsible for writing and implementing the content area plans and policies and procedures including procedures for children with special needs children in the Head Start program from the Performance Standards and the Head Start Act.</p> <p>Plan and conduct monthly meeting with other Coordinators/Specialists and Center Supervisors.</p> <p>Must dress and conduct self in a professional manner befitting the position at all times, whether at the office, at meetings, workshops or conferences.</p> <p>Must attend in-state and out-of-state workshops, conferences and training upon request by Manager.</p> <p>Must report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Policies, Tribal, State, and Federal laws.</p> <p>Must sign statement of understanding and verification of training on reporting procedures and responsibility of reporting abuse, neglect, etc.</p> <p>Must be willing to stay after hours, if necessary to complete an important task or meeting.</p> <p>Responsible for developing and maintaining formal and informal partnerships with community-based organizations that provide services to vulnerable children and families. Partners include local educational agencies (LEA), Department of Social Services, Public Health centers, Women, Infants and Children (WIC), housing projects, mental health centers and homeless shelters.</p> <p>Adheres to guidelines set in Muscogee (Creek) Nation, Head Start Policies and Procedures, Department of Human Services Child Care Licensing Requirements, Federal and State Regulations as related to the Head Start.</p> <p>Must be familiar with the Head Start Performance Standards, Head Start Act, and be willing to participate in on-site reviews.</p> <p>Must have a physical annually and an initial TB skin test.</p> <p>Performs other duties as assigned by the Manager.</p>
<p>Minimum Requirements:</p>	<p>Credential or Certification in Social Work, Human Services, Family Services, Counseling or a related field.</p>
<p>Preferred Requirements:</p>	<p>Bachelor's Degree in Social Work.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>



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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.

### 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



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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.