



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 04/23/2019	Employee Requisition Number ER-19152	JOB OPPORTUNITY	
Title/Position: CHILD CARE ASSISTANCE CASEWORKER			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Child Care Assistance Supervisor must be able to work well with the public, possess excellent communication skills and operate various types of office equipment.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Good working knowledge certification and eligibility requirements of CCDF rules and regulations. 2. Provide information on the application process by telephone or in person, review needs, and determine eligibility for the potential client. 3. Manage and re-certify client cases for the CCDF program. 4. Prevent dual participation in child care assistance program. 5. Communicate and generate decision letters to clients through the application process. 6. Request and send appropriate documentation to clients and providers. 7. Encode and maintain client information into Child Care Assistance (CCA) Data Base. 8. Manage and maintain clients (parents & children) using the Laserfiche Repository. 9. Calculate and process monthly payments to child care providers. 10. Coordinate with other Office of Child Care units; Licensing and Monitoring, Resource and Referral and Child Development Center to comply with CCDF policy and procedure. 11. Coordinate with other Muscogee (Creek) Nation, other tribal and non-tribal programs such as: Controllers Office/Contracts, child care subsidy programs, Employment and Training, Children and Family Services, TANF, Child Support Enforcement, Head Start, Citizenship and Tribal College. 12. Knowledge and provide resource services to clients, such as: education, employment search, crisis intervention, social services, school clothing assistance and medical services. 13. Maintain client, provider and personnel confidentiality. 14. Maintain information in the client and provider files. 15. Maintain and generate reports and documentation as required by the Child Care Assistance Supervisor.



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	16. Generate Weekly Report. 17. Provide outreach service such as: on-site visits to a child care provider, centers and homes for continued child care subsidy support. 18. Report suspected child abuse and neglect as required by the law. 19. Knowledge of operating various types of office equipment. 20. Safely operate tribal vehicle and comply with regulations governing vehicle use. 21. Perform other duties as assigned.
Minimum Requirements:	High School and at least 30 hours of college credit. Must have experience with computer program such as: Microsoft Word, Excel, Access, Ten Key. Must submit to and pass necessary background check, and drug testing.
Preferred Requirements:	Associate Degree in Computer Science or relative field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must possess good organizational and excellent communication skills and social work experience. Valid Driver's License, personal auto insurance required by the Muskogee (Creek) Nation..

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



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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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.