



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 05/08/2019	Employee Requisition Number ER-19162	JOB OPPORTUNITY	
Title/Position: JOB PLACEMENT SPECIALIST			
Pay Grade SG 9	Salary Range \$28,308-36,940	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:	Under the direction of the Workforce Development Coordinator the Job Placement Specialist will assist clients to conduct successful job searches and obtain employment by job development. Provide direction to clients in job seeking and retention skills; developing jobs and contacts with other organizations to ensure clients achieve successful employment.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Assist in conducting interest inventory, basic skills and career awareness testing. • Instruct clients in life skills, goal development, motivational training, job seeking skills, and job retention skills. • Develop relationships with employer community and promote positive interactions between business and community members and participants. • Ensures accurate recordkeeping including participant demographics, case files, referrals and outcomes. • Follow up with resources to ensure appropriate services are provided. • Identifying appropriate job opening, schedules interviews, and follows up with employers to help facilitate employment. • Evaluate prior work history and helps individual identify patterns of self-defeating behavior which have resulted in job loss. • Assist in developing and maintaining individual client portfolios, files or business plan to chart participant progress. • Perform job coaching as needed with placed clients to ensure that they are able to maintain employment and handle any difficulties. • Operates an effective placement program. Maintains an active employer contact base. • Assist with workforce education courses and programs including developing course schedules, arranging facilities, negotiating instructor agreements, arranging duplication services, and proper classroom/electronic setup, collecting completed class attendance rosters and maintaining inventories. • Maintain current job labor market statistics.
Minimum Requirements:	<ul style="list-style-type: none"> • Minimum Requirements-Associates degree or equivalent



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Preferred Requirements:	• Preferred Requirements-Bachelor's degree in related field
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.