



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 05/14/2019	Employee Requisition Number ER-19169	JOB OPPORTUNITY	
Title/Position: SAFE HOUSING MANAGER			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: FAMILY VIOLENCE PREVENTION	Location: Okmulgee	Location Code: 900	FT/PT 1-Full Time

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

General Summary:	The Safe Housing Manager will work collaboratively with program staff to provide successful leadership, development and implementation of safe housing designed to meet the immediate and emergency safety needs of victims/survivors of domestic/dating, sexual violence and stalking. The Safe Housing Manager will become part of a dynamic team of advocacy professionals dedicated to enhancing the safety of survivors their children and tribal communities.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Will assist in coordination/facilitation of strategic planning to develop safe, trauma-informed, culturally appropriate and supportive emergency housing services for survivors. 2. Will be responsible for research/development/implementation of related policies and protocols. 3. Will research and work to implement evaluation tools to assess effectiveness and satisfaction of program services. 4. Will complete grant/program reports as mandated by federal/tribal government. 5. Will participate in the development and submission of funding applications to maintain and/or expand program services. 6. Will work to develop and manage budget necessary to providing program services. 7. Is expected to provide positive leadership, supervision and support to shelter staff and team members. 8. Will develop schedules in order to ensure staff coverage. 9. Will identify and help coordinate the delivery of professional staff training. 10. Will maintain strict confidentiality in accordance with tribal code, program policy and procedure and federal grant guidelines. 11. Will be required to provide direct advocacy and supportive services to survivors and their children. 12. Will work to address and resolve safe housing guest concerns and/or complaints. 13. Provide educational presentations, in-services, etc. in order to increase awareness of domestic violence, dating violence, and human



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	<p>trafficking, and promote program services.</p> <p>14. Actively participate in coordinated community response team/task force/ or other multi-disciplinary team meetings in order to identify and address barriers to victim safety and help enhance and increase each community's response to victims/survivors while also increasing offender accountability.</p> <p>15. Actively participate in on-going training/workshops/meetings to continue to enhance and increase advocacy and professional skills.</p> <p>16. Will work to increase knowledge of tribal, state and federal policies that impact victim/survivors.</p> <p>17. Assume additional responsibilities as may be reasonably expected of a person in this position.</p>
Minimum Requirements:	Bachelor's degree in social work or related field with experience in professional social work/social services field within a tribal community.
Preferred Requirements:	Graduate degree in Social Work or related field with professional experience providing advocacy services to victims/survivors of domestic violence, dating violence, sexual assault, stalking, and human trafficking. Demonstrated experience in program development, strategic planning, knowledge of best practices in advocacy services to survivors and experience with the development of grant applications as well as leadership skills.
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.



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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 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.