



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 07/15/2019	Employee Requisition Number ER-19217	JOB OPPORTUNITY	
Title/Position: YOUTH MENTOR			
Pay Grade HG 8	Salary Range \$25,168-32,822	Classification Hourly	
Department: YOUTH SERVICES	Location: Okmulgee	Location Code: 903	FT/PT 2-Part-time

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

General Summary:	The Youth Mentor will engage in a variety of direct service activities to connect youth to culture, community and resources. The Youth Mentor will provide program support and outreach. The Youth Mentor position is part time (30 hours per week) and will require some travel and evening/weekend responsibilities.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Assist youth in developing and obtaining personal goals and healthy futures. • Assist clients with accessing services and resources to meet their goals. • Document services and assist with tracking of program outcomes. • Contribute to the ongoing development and implementation of program goals. • Participate in outreach efforts to promote program goals and activities. • Provide program support through general clerical and administrative tasks. • Co-facilitate youth meetings workshops and trainings. • Apply best practice standards to work with youth and families in the areas of positive youth development, leadership, advocacy, etc. • Ability to successfully use social media and other technology. • Dress and conduct self in a professional manner befitting the position and the Muscogee (Creek) Nation. • Report suspected child abuse/neglect as required by tribal, state, and federal laws. • Report threats of self-harm or injury to others as required by tribal, state, and federal laws and provide safety planning and referrals as needed. • Maintain client confidentiality. • Other duties as assigned. • Must be able to work as a team player and work independently to manage projects and tasks. • Must be able to use critical thinking skills. • Must be able to pass a background check and drug screen.



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Minimum Requirements:	High School Graduate or GED Equivalent
Preferred Requirements:	Associates Degree
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.