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 05/03/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **SUMMER YOUTH COUNSELOR**			
Pay Grade HG 6	Salary Range $21,112-25,916	Classification Hourly	
Department: EMPLOYMENT & TRAINING	Location: Okmulgee	Location Code: 103	FT/PT 2-Part-time

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

General Summary:	The Youth Counselor provides direction for summer Employment and Training opportunities for Youth Participants.
Principal Duties and Responsibilities:	Application process for the youth program, review of files for eligibility. Maintain completed files on all participants. Assist with collecting, organizing and analyzing occupational, educational and economical information for use in job placement activities. Develop work sites for the summer youth program. Supervise and counsel youth participants. Compiling and filing incoming and outgoing materials. Establish linkage with other service providers to aid program participants, which could include attending Workforce Oklahoma Youth Board Meetings in the four service areas covered by the Tribal boundaries. Maintain contact with high school and secondary staff. Determine eligibility for core services. Know policies and procedures for P.L. 102 -477. Be able able to answer questions from the public. Determine eligibility which includes income guidelines and required documentation. Know policies and procedures for Tribal Youth. Be able to answer questions from the public. Determine eligibility which includes income need and required documentation. 12. Know policies and procedures for taking Tribal and Incentive Grant applications, be able to answer questions from the public. Computer skills, as applications are computerized. Assist with improving educational and skill competencies. Provide opportunities for leadership development. Develop drop - out prevention strategies. Assist public schools with job shadowing for Native American students, with the tribal complex as the main site. Establish linages with adult basic education training and basic literacy training as necessary. Assist in developing programs that will contribute to occupational

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	development, upward mobility development of new careers and opportunity for non - traditional employment. Be able to handle multiple task. Additional or different duties maybe assigned by the supervisor at any time.
Minimum Requirements:	Associates Degree. Previous experience working with Native American youth / families.
Preferred Requirements:	Previous experience working with Native American Youth. Bachelors Degree , Education degree preferred.
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:

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- ☐ Fumes or airborne particles
- ☐ Risk of electrical shock
- ☐ Outside weather conditions
- ☐ Vibration
- ☐ Toxic or caustic chemicals
- ☐ 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.