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 05/16/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **NUTRITION ASSISTANT**			
Pay Grade SG 6	Salary Range $21,112-25,916	Classification Full Time	
Department: WIC	Location: Okmulgee	Location Code: 902	FT/PT 1-Full Time

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

General Summary:	The purpose of the position is to provide direct technical nutritional and breastfeeding support to the Women, Infants, and Children (WIC) Program and its participants within the designated service areas of the Muscogee (Creek) Nation.
Principal Duties and Responsibilities:	Provides services for participants at the various field clinics of the WIC Program. Required to work on a computer daily, computer skills a must. Required to complete CPA (certified professional authority) certification provided by WIC administrative staff. Required competency in time management to efficiently work a schedule of appointments. Performs hemoglobin testing which requires safe blood handling. Performs health assessments on participants during certifications. Obtains client information and maintains confidentiality of all client information relating to the WIC Program. Responsible for greeting and assisting the public upon entrance into the WIC office. Answers telephones with appropriate greeting and records messages when necessary. Provide service in a courteous and professional manner when dealing with all individuals. Accesses and records client and community information, manually or using computer to input/retrieve information. Issue food instruments (checks), maintains related records and ensures that food instruments are kept safe and secure. Instructs clients on federal rules and regulations of the WIC Program. Refers clients to community resources and other organizations. Records return appointment dates using the clinic's official appointment system. Maintains manual/electronic filing system including sorting, filing, reports, forms, and client records. Performs other duties as required. Regular attendance required.
Minimum Requirements:	High School Diploma or GED equivalent is required. One year relevant experience is required.
Preferred Requirements:	Knowledge of WIC Program goals, service, and applicable nutrition information preferred. Computer skills required. Knowledge in blood handling precautions, particularly experience gained through hemoglobin testing. Skills in maintaining accurate records and maintaining confidentiality of information relating the WIC Program and its participants. Customer service skills in dealing with clients, other staff, Tribal

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	representatives, and general public. Competency in time management to efficiently work a booked schedule of appointments.
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:

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.

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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.