

Muscogee (Creek) Nation
Human Resource Management Services

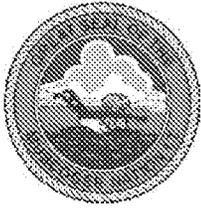
Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 05/25/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: FAMILY SERVICE WORKER			
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: HEAD START	Location: Wetumka	Location Code: 108	FT/PT 1-Full Time

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

General Summary:	Works a team member, under the direct supervision of the Center Supervisor. The Family Service Worker is responsible for the scheduling and documentation of all preliminary screening, follow-up appointments and referrals for each child in their assigned centers, and assisting in helping families establish a medical home.
Principal Duties and Responsibilities:	<p>Provides transportation, when all other options have been exhausted, for child and families to medical and dental facilities to acquire when all other avenues are exhausted.</p> <p>Will facilitate monthly parent training arranging qualified presenters in the areas of interest expressed by the parents.</p> <p>Will maintain current and accurate records as required by the program and for assuring their strict confidentiality.</p> <p>Utilizes the Family Partnership Agreement in order to determine what the families immediate needs are and as to where their areas of interest are concentrated. If stated there are no needs, refer to teacher in writing.</p> <p>Networks with tribal and external agencies in order to effectively meet the needs of the families.</p> <p>Maintains an accurate and current Child Health Summary and Tracking systems in order to assure all Health/Social Services are completed.</p> <p>Visits with families to complete the Family Partnership Agreement within the first 30 days of the child's enrollment.</p> <p>Makes periodic home (health, social service) as needed in order to keep parents informed of the child's health screening results, appointments and to stay abreast of the current needs and concerns of the family. Responsible for all documentation of such visits.</p>



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Responsible for follow-ups on absenteeism and providing required documentation to the teacher.

Attends all in-service and staff meetings as directed.

Assist other classroom staff with clean-up duties as assigned by the Teacher/Center Supervisor.

Must have a physical annually and an initial TB skin test. Must submit documentation to Center Supervisor.

Must acquire a Commercial Drivers License within six weeks of employment.

Must submit a bi-weekly appointment calendar to the Center Supervisor and Partnership Specialist.

Must sign in and out any time when leaving work site.

Provide advanced written notification to parents regarding screening or follow-up services and development forms as soon as appointment has been scheduled.

Provide summary report to parents on screening and follow-up results immediately following service.

Insert monthly parent training information on center and individual monthly parent calendars.

Assess Nutrition Data record and graph height and weight on the Child Health Tracking and Physical Growth Sheet and make referrals, if needed.

Record according to Performance Standards and Child Health Record guidelines, hemoglobin/hematocrit obtained for each child's health record, make referrals, if necessary.

Review child immunization records and implement procedures to bring child up-to-date on status. Must obtain written documentation of parent refusal of immunization.

Provide direct and indirect social services, with a follow-up in the services.

Provide required supporting documentation of said services.

Required to sign a statement of Compliance of Confidentiality.

Must document and report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Head Start Policies and Procedures, and tribal, state and federal laws. Also must sign statement



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	<p>of understanding and verification of training on reporting procedures and responsibility of reporting abuse, neglect, etc.</p> <p>Must be familiar with the Performance Standards and implement them into the classroom and be willing to participate in on-site reviews.</p> <p>Participate in the annual Community Assessment, as well as conducting ongoing recruitment.</p> <p>Successful experience working in a team setting. Maintains a cooperative attitude of working together with the Teacher, Center Supervisor and Manager.</p> <p>Must be able to stoop, bend, stretch, climb and lift up to fifty (50) pounds.</p> <p>Must submit to and pass all necessary background checks and drug testing.</p> <p>Shall perform any and all other duties as assigned.</p>
Minimum Requirements:	High School Diploma or GED with experience in working with Families and community.
Preferred Requirements:	CDA (Child Development Associate), Associates Degree or Degree in Social Work.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CDL passenger license, CPR/AED & First Aide, MAT and Food Handlers Certification

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.



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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.

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.