

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 06/09/2016 | Employee Requisition Number | JOB OPPORTUNITY | |
| Title/Position: LICENSING AND COMPLIANCE SUPERVISOR | | | |
| Pay Grade SG 10 | Salary Range \$31,865-41,579 | Classification Full Time | |
| Department: CHILD CARE | Location: Okmulgee | Location Code: 98 | FT/PT 1-Full Time |

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

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| General Summary: | Responsibilities will include, evaluating and updating Provider Standards for Child Care Centers and Family Home Providers in regards to the Child Care Development Block Grant, DHS and Building Code guidelines. Knowing the Federal Regulations of the Child Care Development Grant. Approving providers for Temporary Permits and Tribal Licenses. Perform Inspections, Re-Inspections and monitoring visits of Day Care Centers and Family Home providers. |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> 1. Evaluate and update Provider Standards in regards to the Child Care Director. 2. Perform Inspections, Re-Inspections and Monitoring visits of Day Care Centers and Family Home Providers. 3. Assist Day Care Operators, Individuals or Tribal Communities to be in compliance with code requirements and regulations. 4. Insures that Criminal History Reports are submitted and filed. 5. Submit weekly reports to Child Care Director. 6. Attend necessary DHS approved meetings. 7. Responsible for supervision of the Child Care Licensing Monitors and Licensing Office Clerk within the program area. 8. Travel as required. 9. Work with the Supervisor of the Assistance department. 10. Input Data into CCA program and Laserfiche programs. 11. Safely operate a Tribal vehicle and complies with regulations governing vehicle use. 12. Maintain confidentiality of all Office of Child Care clients and personnel. |
| Minimum Requirements: | Associates Degree or High School Diploma with equivalent experience. Knowledge of general construction, and Safety Inspections. Submit to and Pass all necessary fingerprinting and background checks. |
| Preferred Requirements: | Bachelors Degree in Human Services or Child Development. Special Service experienced preferred |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses | |



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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:

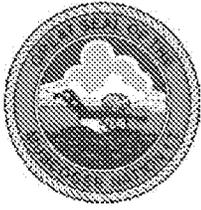
The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
While performing the duties of this Job, the employee is regularly exposed:
 Fumes or airborne particles Outside weather conditions Toxic or caustic 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.

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



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.