



**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 06/30/2020	Employee Requisition Number <b>ER-20207</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>HEALTH &amp; WELLNESS COORDINATOR</b>			
Pay Grade HG 12	Salary Range \$40,372-52,728	Classification Hourly	
Department: FAMILY VIOLENCE PREVENTION	Location: Okmulgee	Location Code: 900	FT/PT 1-Full Time

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

General Summary:	The Health & Wellness Coordinator will work collaboratively with program staff and survivors to expand efforts to meet the emotional, mental, physical, and spiritual needs of American Indian survivors of violent crime through the expansion of culturally appropriate, holistic groups, workshops and retreats designed to facilitate connections with others and promote health, wellness and healing from the impact of trauma. The Health and Wellness Coordinator will provide a variety of short and long-term wellness/healing services to crime victims throughout the Muscogee (Creek) Nation's jurisdictional boundaries and will implement methods for feedback to ensure that services meet survivor's needs. The Health & Wellness Coordinator will become part of a dynamic team of advocacy professionals dedicated to enhancing the safety of Muscogee (Creek) citizens, members of other tribes and tribal communities.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Will assist in coordination/facilitation of strategic planning to develop safe, trauma-informed, culturally appropriate wellness/healing activities.</li> <li>2. Will be responsible for research/development/implementation of related policies and protocols.</li> <li>3. Will research and work to implement evaluation tools to assess effectiveness and satisfaction of program services.</li> <li>4. Will complete grant/program reports as mandated by federal/tribal government.</li> <li>5. Will participate in the development and submission of funding applications to maintain and/or expand program services.</li> <li>6. Will work to develop and manage budget necessary to providing program services.</li> <li>7. Will be responsible for securing the needed supplies/resources for each wellness activity.</li> <li>8. Is expected to provide positive leadership, supervision and support to program staff.</li> <li>9. Will develop schedules in order to ensure staff assistance and coverage for wellness activities.</li> <li>10. Will identify and help coordinate the delivery of relevant professional staff training.</li> </ol>



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	<p>11. Will maintain strict confidentiality in accordance with tribal code, program policy and procedure and federal grant guidelines.</p> <p>12. Will be required to provide direct advocacy and supportive services to survivors and their children.</p> <p>13. Will work to address and resolve survivor concerns and/or complaints.</p> <p>14. Provide educational presentations, in-services, etc. in order to increase awareness of violent crime, the impact of trauma and to promote program services.</p> <p>15. Actively participate in coordinated community response team/task force/ or other multi-disciplinary team meetings in order to identify and address barriers to victim safety and help enhance and increase each community's response to victims/survivors while also increasing offender accountability.</p> <p>16. Actively participate in on-going training/workshops/meetings to continue to enhance and increase advocacy and professional skills.</p> <p>17. Will work to increase knowledge of tribal, state and federal policies that impact victim/survivors.</p> <p>18. Will assume additional responsibilities as may be reasonably expected of a person in this position.</p>
<p>Minimum Requirements:</p>	<p>Bachelor degree in social work or related field and one (1) year of experience in professional social work/social services field or three (3) years of experience working with victims of domestic violence, sexual assault, dating violence, and stalking. Combination of education and experience can be considered in lieu of bachelor degree.</p>
<p>Preferred Requirements:</p>	<p>Master in Social Work degree with professional experience providing advocacy services to victims/survivors of domestic violence, dating violence, sexual assault, stalking, and human trafficking. Demonstrated experience in program development, strategic planning, knowledge of best practices in advocacy services to survivors and experience with the development of grant applications.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

**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.



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