



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 ER-20208	JOB OPPORTUNITY	
Title/Position: OUTREACH COORDINATOR			
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 Outreach Coordinator will work collaboratively with program staff to develop and implement a detailed plan to increase outreach and awareness efforts throughout the Muscogee (Creek) Nation's jurisdiction in order to increase service utilization by survivors of violent crime. The Outreach Coordinator will use a variety of methods, including maximizing program presence on social media and thru tribal news outlets as well as providing community presentations and in-services to further promote program services. Development of special awareness month campaigns, themes and activities will also be a critical aspect of this position. The Outreach 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"> 1. Will lead development and implementation of a detailed and innovative plan for outreach and awareness to increase promotion of program services to survivors of violent crime. 2. Will work with tribal and community partners to build and strengthen relationships. 3. Provide presentations to tribal citizens, community members and professionals to raise awareness and promote services. 4. Will research and help design awareness themes and outreach materials. 5. Will provide positive leadership, supervision and support to program staff. 6. Will maintain strict confidentiality in accordance with tribal code, program policy and procedure and federal grant guidelines. 7. Actively participate in community meetings/working groups to promote services and contribute to enhancing and increasing each community's response to victims/survivors while also increasing offender accountability. 8. Actively participate in on-going training/workshops/meetings to continue to enhance and increase leadership, advocacy and professional skills. 9. Will work to increase knowledge of tribal, state and federal policies that impact victim/survivors. 10. Will assume additional responsibilities as may be reasonably expected



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	of a person in this position.
Minimum Requirements:	Bachelor degree in social work or related field with one (1) year of experience in professional social work/social services field. General computer skills as well as graphic design experience to assist in the development of outreach/awareness materials. Combination of education and experiences can be considered in lieu of bachelor degree.
Preferred Requirements:	Master in Social Work degree with professional experience providing advocacy services to victims/survivors of violent crime. Demonstrated experience with development of outreach/awareness campaigns utilizing innovative strategies.
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.



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While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.