



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 10/05/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: VOC REHAB INTAKE&INCLUSION SPECIALIST			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: VOCATIONAL REHAB	Location: Okemah	Location Code: 114	FT/PT 1-Full Time

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

General Summary:	The purpose of this position is to facilitate and provide community-specific outreach program and activities of the Vocational Rehabilitation Program to Muscogee (Creek) Citizens and other American Indians in order to complete the program goals and objectives. This position is responsible for all principal duties related to this position, recruiting new applicants, program actives, community outreach and all other duties as assigned.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> A. Provide education about the program through group presentations or on an individual basis. B. Assist in providing expertise in developing program activities and meetings within the service area. C. Provide quality outreach for community, tribal and other participants D. Establish objectives with which to evaluate all program activities. E. Responsible for the timely submission of required recordkeeping and reporting. F. Responsible for building internal and external resource collaboration and networking. G. Ability to participate and work as a team member. H. Assist VR Specialists as needed. I. Assist VR Specialist with recruitment of applicants and processing of intake applications. J. Develop a job database for consumers and community use. K. Establish relationships with potential employers for VR consumers. L. Possesses and demonstrates presentation/public speaking skills required. M. Ability to organize meetings and events for community, tribal and other participants. N. Familiarity with the Muscogee (Creek) Nation service area. O. Ability to effectively achieve program goals and objectives, analyzing situations accurately and adopting effective courses of action. P. Ability to communicate courteously and effectively with staff, citizens, tribal officials, outside agencies and the general public on an individual and group basis, both orally and in writing.



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	<p>Q. Performs all other duties as assigned. R. Regular attendance is required.</p> <p>Knowledge & Skills</p> <p>a) Ability to learn the procedures, formats, and protocols of the Muscogee (Creek) Nation Vocational Rehabilitation Service program and services.</p> <p>b) Possesses good organizational and presentation skills. Demonstrates presentation/public speaking skills and experience is required.</p> <p>c) Ability to organize outreach events for community, tribal and other participants within the MCN Service area.</p> <p>d) Familiarity with American Indian populations in the Muscogee (Creek) Nation geographic area.</p> <p>e) Ability to effectively achieve program goals and objectives, analyzing situations accurately and adopting effective courses of action.</p> <p>f) Ability to communicate courteously and effectively with all MCN department staff, Creek citizens, tribal officials, outside agencies and the general public on an individual and group basis, both orally and in writing.</p> <p>g) Ability to prioritize tasks and responsibilities in an efficient and effective manner.</p> <p>h) Ability to organize, file, and retrieve information and maintain a filing/record keeping system both paper files and electronic.</p> <p>i) Ability to meet with, solicit the cooperation of, and deal effectively with a variety of individuals, professionals, and non-professionals at all levels, to achieve the goals of the program.</p> <p>j) Skill in interpersonal relationships, showing sensitivity, empathy, and sense of fairness to the needs and opinions of others and willingness to quickly resolve conflicts and recognize positive efforts.</p> <p>k) Proficient computer skills within a Windows desktop environment and including working knowledge of Microsoft Office Suite, Business Suite and Excel. Knowledge of basic accounting practices.</p> <p>l) Ability to participate and work as a team member.</p>
Minimum Requirements:	Two (2) years of relevant experience performing related task required, and Bachelor's Degree in Vocational Rehabilitation or related field. Some education may be substituted for experience
Preferred Requirements:	Two (2+) years of relevant experience performing related task required and Bachelor's Degree in Vocational Rehabilitation Services.
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.



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