



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 TECH/ADM ASSIST			
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 the position is to provide para-professional support to VR Director and VR Staff by performing administrative/clerical duties, budget management and assigned duties relevant to technical aspects of vocational rehabilitation program. Keeping good records, writing reports timely, meeting, greeting and directing consumers within the office and MCN service area.
Principal Duties and Responsibilities:	<p>A) Communicate with applicants by telephone, writing, or in person with information about the VR program; such as the basic eligibility, process and mail information packet to prospective clients.</p> <p>B) Research information on local and regional labor markets and occupations in order to assist VR counselors and clients.</p> <p>C) Process case service expenditures in accordance with program policies and procedures and federal/tribal regulations.</p> <p>D) Maintains and enters data into an accurate accounting and financial records of the VR program as required.</p> <p>E) Participates in MCN-VR unit meetings and works in cooperation to relay information, identify and resolve problems.</p> <p>F) Participates in community education; such as, health and job fairs and other assigned activities.</p> <p>G) Keep and maintain budget to assist program Director.</p> <p>H) Process all expenditures to maintain operations</p> <p>I) Keep and maintain all logs and records for administrative and VR activity as required.</p> <p>J) Performs general clerical and office duties as directed.</p> <p>K) Attends training designed to further expand the knowledge of the VR process in order to better perform the duties of the position.</p> <p>L) Must maintain client confidentiality at all times.</p> <p>M) Regular attendance is required.</p> <p>N) Performs all other duties as assigned.</p> <p>Knowledge & Skills</p> <p>a) Knowledge of accounting principles and business office management in a vocational rehabilitation services office environment.</p>



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

	<p>b) Knowledge of Purchase Requisition procedures and formats, protocols of the Muscogee Creek Nation Financial System.</p> <p>c) Proficient computer skills within a Windows desktop environment and including working knowledge of Microsoft Office Suite, Business Suite and Excel.</p> <p>d) Knowledge of basic accounting practices.</p> <p>e) Skill in active listening and speaking; effectively communicating in verbal and written form courteously with VR clients, MCN Staff, outside agencies and the general public.</p> <p>f) Ability to keep and maintain accurate records and prepare various reports in a timely manner.</p> <p>g) Ability to, independently, provide assistance to the Vocational Rehabilitation team by advising clients on subject areas not requiring professional counseling skills.</p> <p>h) Ability to accurately present ideas and facts.</p> <p>i) Ability to maintain strict confidentiality in regard to client information.</p> <p>j) Ability to utilize secretarial and other references to produce proper, accurate documents.</p> <p>k) Ability to participate and work as a team member.</p>
Minimum Requirements:	<p>An Associates Degree, preferably in Accounting.</p> <p>A minimum of four (4) years relevant work experience in (VR) Vocational Rehabilitation services. Knowledge of the protocols of the Muscogee Creek Nation Financial System.</p>
Preferred Requirements:	<p>A Bachelors Degree in accounting or Business Administration and two (2) years relevant work experience in (VR) Vocational Rehabilitation services. Knowledge of the protocols of the Muscogee Creek Nation Financial System.</p>
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.



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

- 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.