



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 11/03/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ELDER ADVOCATE			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: ELDER SERVICES	Location: Okmulgee	Location Code: 97	FT/PT 1-Full Time

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

General Summary:	Elder Advocate will assist seniors and their families with concerns regarding matters of health, housing, and other issues of aging. The elder advocate will support the needs of senior citizens, providing them with the information and assistance they need in order to continue living the highest quality of life possible with dignity and respect. As healthcare becomes more complex and seniors live longer it is important that the role of an elder advocate entails making sure that everything regarding the seniors medical care is taken care of correctly.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Understand basic rights of patients and apply knowledge regarding Medicare, Medicaid and supplemental secondary insurance coverage limitations and benefits. This may include something as simple as providing transportation to doctors, tests, and procedures, making sure prescriptions are picked up or taken correctly, reviewing medical bills, and insurance claims to something more detailed such as verifying hospital information and ensuring that an advance health care directive (sometimes called a power of attorney) and a living will is in place. • Preserve the dignity of seniors, standing up for their rights and needs. • Prevent and report elder abuse • Assist the elder to apply for government benefits through housing, health and other social services. • Understand the basics of elderly patient care at home, in assisted living facilities, and in nursing homes or other care scenarios. • Evaluate nursing homes and understand the legal rights of seniors and how to protect the from scams. • Education on the importance of documents such as advance directives and living wills. • If the senior remains at home, the advocate makes home visits to make sure the senior is safe and well. • If a senior passes, assisting the the family with funeral needs and may just include mailing condolence cards/letters to families. • Be available to support the senior's social network by attending monthly meetings, reporting to the Elder Advisory Committee, assisting on



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	social trips and activities, as well as tribal events such as Senior Games, Creek Festival, Senior Activities, the Diabetes Summit, Sweetheart Dance, and Grandparents Day.
Minimum Requirements:	Bachelor degree (B.A.) in social work or related field and one (1) year of experience in professional social work/social service field. Combined professional and educational experience can also be considered.
Preferred Requirements:	Bachelor's degree (B.A.) in social work or related field and one (1) year of experience in professional social work/social service field. Combined professional and educational experience can also be considered.
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.
While performing the duties of this Job, the employee is regularly exposed:



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- | | | |
|--|---|---|
| <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.