



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: ADULT PROTECTION SPECIALIST			
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:	<p>Under the supervision of the Elder Services Program Director, the Adult Protective Service Specialist will be responsible for providing adult protective services to vulnerable Muscogee (Creek) elders and other incapacitated adults in home and community based settings within the Muscogee (Creek) Nation Reservation. The Adult Protective Service Specialist will receive intakes and complete assessments or investigations on incapacitated Muscogee (Creek) elders and other adults alleged to be in situations of abuse, neglect, self-neglect, or exploitation. The Adult Protective Service Specialist will work in coordination with the Oklahoma Department of Human Services (DHS) Adult Protective Services (APS), law enforcement, the judicial system, medical and mental health providers, and other tribal and community service agencies to ensure that Muscogee (Creek) elders are adequately protected. The Adult Protective Service Specialist will initiate court proceedings in situations where an elder or other adult is in immediate danger of serious physical harm, death or depletion of assets. The Adult Protective Service Specialist shall be knowledgeable of the following: Principles and practices of social work; human development stages and related dysfunctions; emotional, physical, and mental needs of incapacitated elder and their families; basic court terminology and procedures; and Muscogee (Creek) culture, traditions and language.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Receive reports of alleged abuse and neglect of Muscogee (Creek) elders and other adults located within the jurisdictional boundaries of the Muscogee (Creek) Nation. • Conduct assessments/investigations of allegations of abuse, neglect, self-neglect or exploitation involving Muscogee (Creek) elders and other adults domiciled on Indian country within the jurisdictional boundaries of the Muscogee (Creek) Nation. • Assist DHS/APS in conducting assessments/investigations of allegations of abuse, neglect, self-neglect or exploitation involving Muscogee (Creek) elders and other adults not domiciled on Indian country but located within the jurisdictional boundaries of the Muscogee (Creek) Nation.



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	<ul style="list-style-type: none"> • Coordinate with DHS/APS, Lighthouse Administration or other law enforcement, tribal and state courts, medical and mental health providers and other tribal and community service providers to ensure protection of Muscogee (Creek) elders and/or incapacitated adults and provision of comprehensive adult protective services. • Assess the social, emotional, physical, mental, environmental, and financial circumstances of each Muscogee (Creek) elder or other incapacitated adult during assessment/investigation. • Following completion of investigation, determine need for preventative services or court involvement. • Report all investigative findings to Attorney General and prepare investigative reports, court reports, and other documentation. • Provide court testimony • Develop with elder or other adult, involved family and caregiver an appropriate service plan. • Provide follow up visits to elders or other adults to complete need and risk assessments and adjust service plan as necessary. • Advocate for the rights of incapacitated Muscogee (Creek) elders or other adults who are the alleged victim in APS referrals. • Provide twenty-four (24) hour on-call response seven (7) days a week and work extended hours, including non-business times such as weekends and holidays as required. • Participate in weekly staff meetings. • Attend multi-disciplinary team meetings. • Attend trainings and workshops. • Develop and conduct in-service training, public presentations and educational workshops for law enforcement, medical and mental health professionals, and other tribal and community agencies. • Maintain caseload and case files. • Complete weekly, monthly, quarterly, and/or annual statistical and/or narrative reports. • Maintain confidentiality of APS cases and other Elder Service Programs. • Perform other duties as assigned.
Minimum Requirements:	Bachelor Degree in Social Work or other relevant human service field and one (1) year experience working with elders or incapacitated adults.
Preferred Requirements:	Bachelor Degree in Social Work or other relevant human service field and one (1) year experience working with elders or incapacitated adults.
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.