



**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 11/17/2020	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>DIRECTOR</b>			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
TRIBAL JUVENILE JUSTICE PROGRAM	Location: Okmulgee	Location Code: 93	FT/PT 1-Full Time

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

General Summary:	<p>The Director, under the supervision of the Secretary of Community and Human Services, will lead development and implementation of comprehensive services that are both trauma and culturally responsive to Native youth who become engaged with the Lighthorse Police Department, referred by State courts/agencies or otherwise, as a result of delinquent behaviors. The Director will research and explore opportunities to implement alternative approaches to juvenile justice issues such as Healing to Wellness/Court services as well as restorative and traditional justice solutions. The Director will work alongside program staff in concert with other entities such as the Office of Attorney General to evaluate referrals and complaints against juveniles, to determine appropriate services necessary to meeting each youth and family's needs while also increasing public safety.</p> <p>Knowledge, Skills, Abilities/Competencies:          Considerable knowledge of adolescent development, impact of trauma and dynamics of juvenile delinquency as well as best practice in intervention strategies. Knowledge of juvenile laws, statutory guidelines, procedures, requirements, services and tribal/community resources relevant to the program and youth/family needs.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Develop and lead multi-disciplinary team of professionals from various entities within the Nation to ensure coordinated and comprehensive approach to service delivery for youth and their families.</li> <li>2. Will work cooperatively with tribal, state and federal law enforcement, prosecutors and/or courts as needed to provide services.</li> <li>3. Engage in on-going review, evaluation and revision of program policies and procedures necessary to guiding the provision and delivery of services.</li> <li>4. Will be responsible for providing effective and supportive leadership to program staff to ensure their ability to successfully carry out program duties and services.</li> <li>5. Will ensure that the program provides best practice and most effective responses and services in terms of evaluation, prevention,</li> </ol>



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	<p>intervention and/or supervision of youth.</p> <p>6. Develop and maintain efficient management of youth/client cases, case file information and progress including regular contact with youth/families through home, school and work visits when necessary.</p> <p>7. Will work with tribal entities to develop procedures for afterhours, emergency responses.</p> <p>8. Will work with the Nation's Planning and Grants Department to seek out and apply for relevant grant and funding opportunities to expand program services.</p> <p>9. Will prepare and provide oversight of program budget as well as any other funding source.</p> <p>10. Will ensure completion and submission of required reports due to tribal leadership or for any program funding source.</p> <p>11. Implement on-going professional development training to ensure staff have the skills necessary to ensure safety for self and others and to ensure the highest quality and most effective services for youth and families.</p> <p>12. Work with local juvenile detention facilities and residential programs to ensure access to these services, when appropriate.</p> <p>13. Other duties as could be reasonably expected for a position of this nature.</p>
<p>Minimum Requirements:</p>	<p>Bachelor's degree in Social Work, Criminal Justice or relevant field; Minimum 3 years of experience working directly with youth and families engaged with juvenile justice systems. Supervisory and program management experience is a must. Combination of education and experience may be considered in lieu of degree.</p>
<p>Preferred Requirements:</p>	<p>Graduate degree in Social Work or relevant course of study. 5 years of program development and supervisory experience working with youth involved in court-ordered services due to delinquency. Implementation of culturally and trauma-responsive services for youth and successful grant writing skills are highly desirable.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

**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.



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- 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.