



**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 11/24/2020	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>SCHOOL RESOURCE COUNSELOR</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: FEDERAL ADMINISTRATION & DEVELOPMENT	Location: Okmulgee	Location Code: 100A	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Project Manager, the Lead School Resource Counselor will coordinate and deliver educational counseling services and assist Native students in successfully utilizing ACE services and educational opportunities. Duties and responsibilities include the following:
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Provide oversight of School Resource Counselor data and information dissemination</li> <li>2. Provide individualized student counseling services to Native students enrolled in the ACE Project</li> <li>3. Academic advisement to students, including selection of tutoring services and other potential needs</li> <li>4. Manage the delivery of ACT test preparation, testing and applicable fees as needed to support educational attainment of participating high-school students</li> <li>5. Assist students with college options including concurrent enrollment admission, degree options, and other education related services</li> <li>6. Provide all students with information about alternatives and possible consequences of academic decision making.</li> <li>7. Provide assistance to program participants applying for grants, scholarships, and tribal resources.</li> <li>8. Manage and report program data (i.e. student participation and grades, advising statistics, assessments, student attendance). Documents must be kept up-to-date and easily accessible</li> <li>9. Liaise with external service providers to provide accurate information to students, staff and parents</li> <li>10. Promote ACE services to all stakeholders including students, parents, and community</li> <li>11. Participate in professional conferences and other self-directed professional development activities</li> <li>12. Schedule and facilitate of cultural or academic events aligning with grant objectives</li> <li>13. Assist Native Studies Teacher in afterschool/summer programming</li> <li>14. Report any suspected abuse or neglect of students</li> </ol>



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	15. Perform other duties as assigned.
Minimum Requirements:	Bachelor's Degree in education or related field, experience working with Native youth
Preferred Requirements:	Master's Degree in education with experience working with Native youth in educational settings
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:

Fumes or airborne particles       Outside weather conditions       Toxic or caustic chemicals  
 Risk of electrical shock       Vibration       Loud Noise

**Disclaimer:**



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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.