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 09/16/2014	Employee Requisition Number ER-14102	**JOB OPPORTUNITY**	
Title/Position: **SOCIAL WORKER**			
Pay Grade SG 10	Salary Range $31,865-41,579	Classification Full Time	
Department: SOCIAL SERVICES	Location: Okmulgee	Location Code: 91	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Federal Program Manager, the Social Worker shall adhere to established policies and procedures for the Contracted Financial Assistance Programs.
Principal Duties and Responsibilities:	1. Conduct case management of supervised IIM accounts. 2. Evaluate the needs of an account holder and develop a distribution plan (DP). 3. Monitor implementation of the DP and review case files in a timely manner. 4. Conduct interview with account holder in office, at home, nursing home, or designated site. 5. May petition court for appointment or change of legal guardian as the need arises. 6. Secure and evaluate all required documentation for validity. 7. Provide referrals to other departments, community resources and other organizations. 8. Review and process case in a timely manner. 9. Maintain well-organized files and databases. 10. Provide weekly reports to the Program Manager. 11. Maintain confidentiality on all Social Services applicants and personnel. 12. Must be able to attend meetings/conferences that may require overnight travel. 13. Assume additional duties and responsibilities as may be reasonably expected of a person in this position.
Minimum Requirements:	Bachelor's Degree (B.A.) from a four-year college or university; or an equivalent combination of education and experience.
Preferred Requirements:	Bachelor's Degree (B.A.) with two years related experience in social services or related field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

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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:

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.

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