



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 02/17/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: MOUND BUILDING HEALTH SCREENER			
Pay Grade HG 10	Salary Range \$31,865-41,579	Classification Hourly	
Department: NATIONAL COUNCIL ADMINISTRATIO	Location: Okmulgee	Location Code: 11	FT/PT 1-Full Time

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

General Summary:	The Covid-19 Entrance Health Screener is responsible for monitoring all incoming employees, contractors and guests and to ensure each person is screened prior to entering the Mound Building.
Principal Duties and Responsibilities:	Greets and screens all employees and visitors prior to allowing entry to the Mound Building. Completes temperature checks on each person(s) entering the facility by using a thermometer including required Covid-19 virus related screening questions. Manages documentation of everyone entering the facility and maintains confidentiality. Ensures that everyone entering the facility adheres to protocol; directing individuals accordingly; cleaning and disinfecting screening items including lobby entrance/exit doors; Maintains inventory levels for masks, thermometer covers, etc. and other duties assigned
Minimum Requirements:	communication skills, customer service, flexibility, confidential and dependability
Preferred Requirements:	High School Diploma or equivalent with Clinical background such as CNA or health related field
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.



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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.