



**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 03/30/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>TRS PROGRAM MANAGER</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: CHILDREN FAMILY & SERVICES	Location: Okmulgee	Location Code: 93	FT/PT 1-Full Time

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

General Summary:	<p>Under the supervision of the Children &amp; Family Services Administration Director, the Tribal Reunification and Permanency (TRP) Team Program Manager will oversee and be responsible for the Tribal Reunification and Permanency Workers. The TRP Team Program Manager will provide supervision to the TRP Program staff. The TRP Team Program Manager will perform the following: audit program case files and monitor progression of program cases on a regular basis; review and approve family service plans, court reports, adoption criteria staffing and other documents submitted to the court; attend court proceedings involving abused and neglected Muscogee (Creek) children; supply guidance to TRP workers for coordination with outside agencies in providing services to Muscogee (Creek) children and their families; review and approve court reports regarding families progression service plans and assist with recommendations to the court. The TRP Team Program Manager shall be knowledgeable of the following: principles and practices of social work; child development stages; physical and psychological needs of abused/neglected children; community, tribal and state resources; basic court terminology and procedures.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Maintain efficient functioning of the Tribal Reunification and Permanency Team Program.</li> <li>2. Implement policies and procedures for the TRP Program.</li> <li>3. Train, supervise and direct Tribal Reunification and Permanency Team staff.</li> <li>4. Review and audit program case files and monitor progression of program cases through regular program staff meetings.</li> <li>5. Review and approve family service plans, court reports and other documents before submission by program staff to state courts.</li> <li>6. Attend adjudication, dispositional, review, permanency review, adoption and all other hearings in tribal court with TRP workers as needed and provide testimony as needed.</li> <li>7. Assist TRP staff with coordination with outside agencies in providing treatment, reunification, and adoption services to Muscogee (Creek) children and their families.</li> </ol>



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	<p>8. Review and discuss case management services, including home visits, house assessments, transportation and supervision of visits when necessary.</p> <p>9. Review and approve written reports regarding the families' progress on service plans and recommendations regarding foster care placement, visitation, reunification, termination, and adoption, etc. to the court.</p> <p>10. Ensure efficient management of cases and case files is taking place.</p> <p>11. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports.</p> <p>12. Maintain confidentiality of CFSA programs and caseloads.</p> <p>13. Participate in CFSA and ICW staff meetings.</p> <p>14. Attend multi-disciplinary team meetings and other meetings when required.</p> <p>15. Attend trainings, workshops or other educational programs.</p> <p>16. Perform other duties as assigned.</p>
Minimum Requirements:	Bachelor's Degree in Social Work or other relevant human service field, three (3) years experience working with children, parents and/or families, and one (1) year of supervisory experience.
Preferred Requirements:	<p>Master's Degree in Social Work or other related field and three (3) years experience working with children, parents and/or families; and two (2) year of supervisory/management experience.</p> <p>Special Considerations – Knowledge of Muscogee (Creek) language and culture.</p>
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.



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- 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.