



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	JOB OPPORTUNITY	
Title/Position: CPRT PROGRAM MANAGER			
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 supervision of the Children & Family Services Director, the Certification, Placement, Recruitment and Training (CPRT) Team Program Manager will be responsible for the implementation of the certification process for Foster and Adoptive homes; supervision of placement of children in Foster and Adoptive homes; oversight of the recruitment of Foster and Adoptive homes. The CPRT Team Program Manager will provide supervision to CPRT Program staff. The CPRT Team Program Manager will perform the following: assist CFSA Indian Child Welfare (ICW) program staff in locating and determining appropriate foster care placement for Indian children in the custody of CFSA, and the Oklahoma Department of Human Services (DHS); work with other tribes, OKDHS and Child Welfare agencies in other states locating and determining appropriate adoptive placements for Muscogee (Creek) children; approve home study and home study assessments of potential foster care and adoptive placements. The CPRT Team Program Manager shall be knowledgeable of the following; principles and practices of social work; child development stages; emotional, physical and mental needs of abused/neglected children; State & Tribal court protocol and procedures.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Maintain efficient functioning of the State Reunification and Permanency Team, Program. 2. Implement policies and procedures for the CPRT Program. 3. Train, supervise and provide direction to CPRT Program. 4. Assist Indian Child Welfare staff in locating and determining appropriate resource homes for children requiring placement. 5. Work with other Tribes, OKDHS and child welfare agencies in other states in locating and determining appropriate adoptive family homes for children requiring adoptive care placement. 6. Attend tribal and state court hearings and provide court reports and testimony when necessary. 7. Assist in the completion of interviews and home studies of potential foster and adoptive placements. 8. Manage database of tribal foster and adoptive family resources. 9. Plan and lead staff meetings.



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	<p>10. Attend multi-disciplinary team meetings and other meetings when required.</p> <p>11. Attend trainings, workshops and educational programs.</p> <p>12. Ensure efficient management of cases and case files is taking place.</p> <p>13. Complete monthly, quarterly and/or annual statistical and/or narrative reports.</p> <p>14. Maintain confidentiality of CPRT Program cases and other CFSA programs.</p> <p>15. 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:	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. Knowledge of Muscogee (Creek) language and culture.
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.



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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.