



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 04/29/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: CFSA DILIGENT SEARCH SPECIALIST			
Pay Grade SG 9	Salary Range \$28,308-36,940	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 assigned Children & Family Services Administration (CFSA) Program Manager, the CFSA Diligent Search Specialist will provide an exhaustive computer and database search for relatives of children placed in foster care. Once relatives are located and interested in placement, they will complete the background check procedure prior to submitting the required documents on to the CPS Investigator, TR&P Caseworker or SR&P Caseworker for their review and further recommendation. CFSA Diligent Search Specialists will also be responsible for compiling a complete listing of relatives to be filed in the MCN or Oklahoma County Court file. The MCN CFSA Diligent Search Specialist shall be knowledgeable in the following: MCN CFSA policy and procedure; computer programs, applications and database search engines; community, tribal and state resources.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Computer based search for relatives. 2. Phone/written contact with potential relative placement. 3. Mail out initial contact letter to all relatives located. 4. Provide relatives interested in placement of foster child with the required background check documents. 5. Process completed background check documentation to obtain results. 6. Provide updates to the assigned CFSA worker regarding the status of relatives for placement. 7. Submit closing summary to the assigned CFSA worker outlining relatives interested in placement 8. Compile a list of all relatives contacted and their interest in placement of the foster child. 9. Provide court testimony as needed. 10. Input case narratives into the CFSA database system for each case regarding the diligent search for relatives. 11. Provide education about the program and services through presentations. 12. Participate in community outreach events. 13. Assist in maintaining office supplies/equipment.



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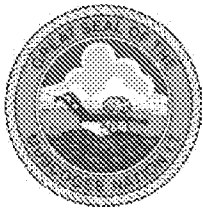
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	<p>14. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports.</p> <p>15. Maintain confidentiality of CFSA programs and cases.</p> <p>16. Participate as a team member in CFSA and program staff meetings to communicate, identify, and resolve problems.</p> <p>17. Attend multi-disciplinary team meetings and other meetings when required.</p> <p>18. Attend training, workshops or other educational programs.</p> <p>19. Perform all other duties as assigned.</p> <p>Competencies: To perform this job successfully, an individual must be able to meet satisfactorily each duty listed above. Individuals must also possess Skills in Problem solving, Technical skills, Verbal and written communication skills, Professionalism and Attendance/Punctuality.</p>
Minimum Requirements:	High School diploma and one (1) year experience in social services or related field.
Preferred Requirements:	<p>Associate's Degree in Social Work, Social Services, Human Services or related field and one (1) year experience in professional social work.</p> <p>Special Considerations – Experience working with Muscogee (Creek) or other Native American families; 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.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.



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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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.