



**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 11/08/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>YOUTH SERVICES COORDINATOR</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: FEDERAL ADMINISTRATION & DEVELOPMENT	Location: Okmulgee	Location Code: 100A	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Project Manager, the Youth Services Coordinator will provide oversight of services to support School Resource Counselors and stakeholders regarding delivery of services to students and families. Duties and responsibilities include the following:
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Constructs service selection website alongside Program Manager; continuously monitors website efficiency</li> <li>2. Creates initial contacts with external service providers alongside Project Manager</li> <li>3. Assists Project Manager with external service provider selection and processes</li> <li>4. Assist with development and continuous informal and formal evaluation of service providers</li> <li>5. Liaise between service providers and Youth Specialists as necessary and supports Youth Specialists in assuring quality delivery of services</li> <li>6. Monitors workflow and documents necessary to carryout of services.</li> <li>7. Creates and disseminates stakeholder surveys for service selection feedback that drives quality service selection</li> <li>8. Analyzes service delivery methods for timeliness and efficiency</li> <li>9. Works with Program Manager to determine service scope modifications and delivery</li> <li>10. Must become familiar with MCN Attorney General's Office and financial accounting procedures, i.e purchase orders, requisitions and authorizations for payment to process services in efficient manner.</li> <li>11. Perform other duties as assigned.</li> </ol>
Minimum Requirements:	Bachelor's Degree in education or other related area
Preferred Requirements:	Bachelor's Degree with 3+ years of experience working in Native Education field and/or finance, other related area
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