



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

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|--|--|--------------------------|-------------------------|
| Submitted Date 03/25/2022 | Employee Requisition Number ER-22204 | JOB OPPORTUNITY | |
| Title/Position: ADMISSIONS COUNSELOR | | | |
| Pay Grade HG 10 | Salary Range \$31,865-41,579 | Classification Hourly | |
| Department: ADMISSIONS | Location: Okmulgee | Location Code: 807 | FT/PT 1-Full Time |

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

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| General Summary: | Under the supervision of the Admissions Manager, the Admissions Counselor shall provide necessary information to potential applicants applying for any of the programs the Department of Housing offers. |
| Principal Duties and Responsibilities: | Review and process applications for NAHASDA homeownership and rental subsidy programs. Address any complaints/problems in regards to applications. Mail notices to applicants regarding updates, ensuring these notices include instructions for appeal and the process to follow. Update applications for all programs as needed. Provide recommendations for approval of NAHASDA applicants. Maintain waiting lists. Enter application information in HDS tracking system. Provide applicants with information and referral services to local, state and federal agencies that can provide assistance. Ensure the programs are in compliance with policy and procedures adopted by the Department of Housing, and all federally imposed guidelines of the Native American Housing Assistance and Self Determination Act (NAHASDA) |
| Minimum Requirements: | Associate's Degree in Business Management with 1 to 3 years of related experience or combination of education and experience. |
| Preferred Requirements: | Bachelors Degree in Business Administration with 3 to 4 years of experience. |
| 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.



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- 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 other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.