



**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 06/20/2022	Employee Requisition Number ER-22316	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>TRAINING COORDINATOR</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: FAMILY VIOLENCE PREVENTION	Location: Okmulgee	Location Code: 900	FT/PT 1-Full Time

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

General Summary:	The Training Coordinator will be responsible for developing a comprehensive on-boarding process and training curriculum for new victim service staff. Additionally, the Training Coordinator will be responsible for scheduling and/or delivering on-going training and education for program staff and partners/multi-disciplinary professionals, assist in identification of training needs and maintain staff training records to ensure completion of training requirements. Identification and implementation of innovative training programs to address current trends and best practices in serving crime victims will be a critical aspect of this position. There is potential to office at location other than Okmulgee.
Principal Duties and Responsibilities:	<p>Will ensure that safety of victims/survivors and program staff remain the primary focus of all program activities and services.</p> <ol style="list-style-type: none"> <li>2. Develop a formalized and comprehensive orientation process for new staff to include creation of employee handbooks and related educational/training materials.</li> <li>3. Will develop a training program complete with training calendar that is available to staff and partners to ensure on-going training opportunities with notification to staff.</li> <li>4. With feedback from staff/partners will coordinate trainings utilizing available technical assistance providers, local resources, available grants, and other funding sources.</li> <li>5. Will coordinate in-service trainings for victim service staff and partners to increase collaborative efforts and knowledge of tribal, federal, local programming and services.</li> <li>6. Provide on-going support to program staff to ensure each individual possesses the training, skills, resources and competence necessary to providing the highest quality of services to those in need.</li> <li>7. Will gather training/participation feedback from staff to help inform training agendas.</li> <li>8. Will ensure the program maintains strict confidentiality in accordance with tribal code, program policy and procedure and federal grant guidelines.</li> <li>9. Actively participate in on-going training and professional development to</li> </ol>



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	<p>continue to enhance and increase advocacy and professional skills.</p> <p>10. Will assist in prioritizing supports for staff in their personal health and well-being to minimize work-related stress, vicarious and secondary trauma.</p> <p>11. Will seek to build and strengthen partnerships within and outside of the Nation to ensure the development of coordinated responses to increase victim safety and offender accountability.</p> <p>12. Assist in the evaluation of the performance of services and employees to measure effectiveness and identify areas for improvement and enhancement.</p> <p>13. Will actively promote the program's mission and services throughout the reservation, State and nationally, to promote tribal sovereignty and advocate for systemic and societal change to reduce violent crime victimization.</p> <p>14. Will be knowledgeable of tribal, federal, state laws and policies that impact crime victim/survivors.</p> <p>15. Will assume additional responsibilities as may be reasonably expected for this position.</p>
Minimum Requirements:	Bachelor's degree in education, human services, social work or related field with a minimum three (3) years of social work, human services, teaching or related experience. Previous experience as Training Coordinator, Facilitator or Trainer is highly desirable as is victim service or criminal justice experience.
Preferred Requirements:	Graduate degree in human services, education, social work or related field with demonstrated history and experience in professional training/curriculum development and delivery.
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.

### MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.