



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 07/12/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ADMISSIONS COUNSELOR			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: ADMISSIONS	Location: Okmulgee	Location Code: 807	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Admissions Manager, the Admissions Counselor shall provide counseling to applicants and provide necessary information so that they may fully participate in the Department of Housing rental subsidy programs.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Review and process applications for all programs the Department of Housing offers. 2. Address any complaints/problems in regards to applications. 3. Mail notices to applicants regarding updates, ensuring these notices include instructions for appeal and the process to follow. 4. Update applications as needed. 5. Provide recommendations for approval of NAHASDA applicants. 5. Maintain files for the rental subsidy programs. 6. Enter application information into the HDS tracking system. 7. Conduct inspections of the rental homes to determine approval for the rental subsidy programs. 8. Work with different entities to offer resources and maintain rental subsidy programs. 9. Cross train and help when needed to cover basic information of other Housing Programs. 10. Provide the applicants with information and referral services to local, state and federal agencies that can provide assistance. 11. Ensure the program is 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). 11. Other duties as assigned.
Minimum Requirements:	Associate Degree in Business Management with 1 to 3 years of related experience or combination of education and experience.
Preferred Requirements:	Bachelor's Degree in Business Administration with 3 to 4 years of experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	



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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.

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



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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.