



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 07/13/2022	Employee Requisition Number ER-22355	JOB OPPORTUNITY	
Title/Position: CHR GENERALIST			
Pay Grade HG 8	Salary Range \$25,168-32,822	Classification Hourly	
Department: CHR	Location: Tulsa	Location Code: 1948	FT/PT 1-Full Time

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

General Summary:	The purpose of the position is to elevate the health status of the resident Indian population through the integration of health care delivery where no other program or resources are available throughout the service area. Outreach services may be provided which are designed to enhance community accessibility to tribal and IHS health care facilities clinics and hospitals in areas of need where no other program(s) or resources are available.
Principal Duties and Responsibilities:	Satisfactory job performance will be determined by successful execution of the following: A) Provides non-emergency medical transportation services to eligible American Indians residing in the Creek Nation. B) Delivers items such as medications, supplies, etc., to patient's homes. C) Conducts outreach health care services including home visits to Indians residing within the Creek Nation boundaries to monitor clients' health status and perform minor individual health care in the homes of clients. D) Provides case management by working with other health care providers, programs, and the client to ensure quality and continuity of care. E) Advocates for clients with others both internal and external to the Creek Nation. F) Translates and interprets for clients either in the Muscogee language or/and ability to clarify medical terminology with the client. G) Communicates from a cultural perspective when necessary to clients who may need assistance in understanding the disease concept, self-care management and the practice of prevention. H) Ability to speak and/or understand Mvskoke (Creek) language a plus. I) Must comply with program dress code and maintain a presentable appearance according to the standards of the MCN Department of Health Policy. J) Maintains client files and makes routine daily and monthly reports



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	<p>as required in a timely manner.</p> <p>K) Responsible for an assigned GSA vehicle and charges incurred for daily operation for service to clients.</p> <p>L) Program issued cell phones for client related usage ONLY, including, maintenance of allowed time, security and compliance with policies.</p> <p>M) Attends monthly staff and community meetings when required.</p> <p>N) Must have and maintain a residential or personal cell phone.</p> <p>O) Demonstrate teamwork and staff interaction.</p> <p>P) Regular attendance is required.</p> <p>Q) Ability and willingness to meet deadlines.</p> <p>R) Performs other duties as assigned.</p>
<p>Minimum Requirements:</p>	<p>MINIMUM QUALIFICATIONS</p> <p>Education – High School Diploma or GED equivalent.</p> <p>Experience – One year (1) relevant experience, minimum.</p> <p>Licenses & Certification – Must possess and maintain a valid State of Oklahoma Drivers License and be insurable.</p> <p>Knowledge & Skills –</p> <p>a) Medical knowledge or medical background, prefer C.N.A. certification or equivalent.</p> <p>b) Knowledge of the Muscogee (Creek) Nation Health System service area, OKC & Tulsa.</p> <p>c) Must have and maintain a valid Oklahoma Sate Driver's License and clean driving record. Incumbent must be able to qualify for the Creek Nation vehicle insurance. Continued employment hinges upon the maintenance of the clean driving record and qualification for Creek Nation insurance.</p> <p>d) Ability to satisfactorily complete the required training of the HP/DP Program including the CHR Basic Training or equivalent, CPR/First Aid/AED, HIPAA training.</p> <p>e) Ability to deal effectively with clientele that may exhibit special needs and requirements.</p> <p>e) Ability to work efficiently in an ever changing environment.</p> <p>f) Skill and ability to communicate courteously and effectively both orally and in writing.</p>
<p>Preferred Requirements:</p>	<p>ESSENTIAL FUNCTIONS</p> <p>Satisfactory job performance will be determined by successful execution of the following:</p> <p>A) Provides non-emergency medical transportation services to eligible American Indians residing in the Creek Nation.</p> <p>B) Delivers items such as medications, supplies, etc., to patient's homes.</p> <p>C) Conducts outreach health care services including home visits to Indians residing within the Creek Nation boundaries to monitor clients' health status and perform minor individual health care in the homes of clients.</p> <p>D) Provides case management by working with other health care providers, programs, and the client to ensure quality and continuity of care.</p>



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	<p>E) Advocates for clients with others both internal and external to the Creek Nation.</p> <p>F) Translates and interprets for clients either in the Muscogee language or/and ability to clarify medical terminology with the client.</p> <p>G) Communicates from a cultural perspective when necessary to clients who may need assistance in understanding the disease concept, self-care management and the practice of prevention.</p> <p>H) Ability to speak and/or understand Mvskoke (Creek) language a plus.</p> <p>I) Must comply with program dress code and maintain a presentable appearance according to the standards of the MCN Department of Health Policy.</p> <p>J) Maintains client files and makes routine daily and monthly reports as required in a timely manner.</p> <p>K) Responsible for an assigned GSA vehicle and charges incurred for daily operation for service to clients.</p> <p>L) Program issued cell phones for client related usage ONLY, including, maintenance of allowed time, security and compliance with policies.</p> <p>M) Attends monthly staff and community meetings when required.</p> <p>N) Must have and maintain a residential or personal cell phone.</p> <p>O) Demonstrate teamwork and staff interaction.</p> <p>P) Regular attendance is required.</p> <p>Q) Ability and willingness to meet deadlines.</p> <p>R) Performs other duties as assigned.</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Carry personal vehicle insurance

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.



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- 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.