



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-22350	JOB OPPORTUNITY	
Title/Position: DEVELOPMENTAL DISABILITY ADVOCACY DIRECTOR			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
Department: SECRETARY OF COMMUNITY & HUMAN SERVICES	Location: Okmulgee	Location Code: 90	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Secretary of Community and Human Services, the Director shall be responsible for leading, developing and implementing comprehensive services to citizens with disabilities.
Principal Duties and Responsibilities:	<p>Provide information to citizens about available community services and supports; answers questions related to services and eligibility criteria. Educate citizens about the process for determining their eligibility for services and communicating the wait period for services.</p> <p>Assisting citizens navigate the service application process and assessing their needs for services and serve as an ongoing resource for information and updates.</p> <p>Meet virtually and in-person with citizens, their families and caregivers to conduct structured interviews and assessments to develop and implement person-centered plans.</p> <p>Coordinating and participating in individual plan meetings; monitors, documents and reports progress toward meeting outcomes; ensures supports needed are in place to meet outcomes; coordinates communications with other service agencies to ensure individual outcomes are met.</p> <p>Will aggressively pursue funding opportunities in order to continue to expand and enhance program services.</p> <p>Will develop and implement effective methods for the collection and maintenance of program data in order to successfully complete and submit required reporting as required by the Nation, federal or other funding source.</p> <p>Evaluate the performance of both the program and employees to measure effectiveness and identify areas for improvement and enhancement.</p> <p>Manages personnel by interviewing, hiring, evaluating, supervising, and helping to develop the most qualified individuals to work as direct support professionals.</p> <p>Manages, and implement program budgets; provides input for budget development; ensures programs stay within allocated budget, follow policies and procedures for procurement.</p> <p>Ensures financial records are complete, thorough and submitted in a</p>



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	<p>timely manner. Will be knowledgeable of tribal, federal, and state laws and policies that impact citizens with disabilities. Will assume additional responsibilities as may be reasonably expected for this position.</p>
Minimum Requirements:	Bachelor's degree in social work or related field with minimum of five (5) years of progressively responsible experience in ID/IDD service programming, successful program/project development and leadership/supervisory skills.
Preferred Requirements:	Graduate degree in social work or related field preferred. Special Considerations – Demonstrated history of cultural competence.
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.
- 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:



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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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.