



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 08/30/2022	Employee Requisition Number ER-22401	JOB OPPORTUNITY	
Title/Position: PROGRAM ASSISTANT			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: YOUTH SERVICES	Location: Okmulgee	Location Code: 903	FT/PT 1-Full Time

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

General Summary:	The Program Assistant is responsible for providing general program support through clerical, reception and custodial tasks, assisting clients to access services, and supporting program goals and activities. May require some travel and evening/weekend responsibilities.
Principal Duties and Responsibilities:	<p>Perform general clerical and reception tasks that include but are not limited to: greeting clients, answering phone calls, filing, faxing, making copies, etc.</p> <p>Perform custodial tasks that include but are not limited to: sweeping, dusting, mopping, cleaning bathrooms, kitchen area, windows and sanitizing.</p> <p>Research and update tribal, local, state and federal resources and opportunities for youth.</p> <p>Assist with the Mvskoke Youth Opportunity Grant to include processing applications and financial requests, verifying client eligibility, communicating with clients, documenting services and contacts, and providing service outreach/marketing.</p> <p>Obtain quotes and assist with purchasing of program, event and activity supplies.</p> <p>Assist with program inventory and supplies.</p> <p>Participate in outreach efforts to promote program goals and activities.</p> <p>Document services and assist with tracking of program outcomes</p> <p>Contribute to the ongoing development of program goals.</p> <p>Assist clients with accessing services and resources to meet their goals.</p>



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	<p>Apply best practice standards to work with youth and families in the areas of positive youth development, leadership, advocacy, etc.</p> <p>Ability to successfully use social media and other technology.</p> <p>Dress and conduct self in a professional manner befitting the position and the Muscogee (Creek) Nation</p> <p>Report suspected child abuse/neglect as required by tribal, state, and federal laws.</p> <p>Report threats of self-harm or injury to others as required by tribal, state, and federal laws and provide safety planning and referrals as needed.</p> <p>Maintain client confidentiality.</p> <p>Proficient in Microsoft Office Suite</p> <p>Other duties as assigned</p>
Minimum Requirements:	High School or GED with or 3 years' experience in clerical or support staff work.
Preferred Requirements:	Preferred Associates Degree in tribal services.
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.



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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.