



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 09/20/2022	Employee Requisition Number ER-23000	JOB OPPORTUNITY	
Title/Position: PREVENTION SPECIALIST			
Pay Grade SG 12	Salary Range \$40,372-52,728	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 Prevention Specialist (PS) will engage in a variety of direct service activities to connect youth to culture, community and resources. The PS will conduct prevention activities and implement specific community, school, and organization intervention, training, and outreach in areas related to healthy relationships, teen dating violence, impact of domestic violence on youth, consent, increasing of protective factors and creating safe spaces. The PS position will require some travel and evening/weekend responsibilities.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Contribute to the ongoing development and implementation of program goals. • Create and implement outreach efforts to promote program goals and activities. • Research and update tribal, local, state and federal resources and opportunities for youth. • Create and facilitate prevention education and awareness activities focused on healthy relationships, teen dating violence, the impact of domestic violence on youth, consent, increasing of protective factors and creating safe spaces for youth ages 12-24, parents/guardian, community members, educators and service providers. • Document services and assist with tracking of program outcomes. • Assist clients with accessing services and resources to meet their goals. • Apply best practice standards to work with youth and families in the areas of positive youth development, healthy relationships, advocacy, etc. • Actively participate in ongoing training/workshops/meetings to continue to enhance and increase leadership, advocacy and professional skills. • Assist in the preparation of regularly scheduled reports. • Utilize social media and other technology. • Facilitate in person and virtual events. • Dress and conduct self in a professional manner befitting the position and the Muscogee (Creek) Nation.



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	<ul style="list-style-type: none"> • Report suspected child abuse/neglect as required by tribal, state, and federal laws. • 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. • Maintain client confidentiality in accordance with tribal code, program policy and procedure and federal grant guidelines. • Will assume additional responsibilities as may be reasonably expected of a person in this position. <p>Skill Sets:</p> <ul style="list-style-type: none"> • Must be able to work as a team player and as well as having skills to work independently to manage projects and tasks. • Must be able to use critical thinking skills. • Must be able to pass a background check and drug screen.
Minimum Requirements:	Bachelors Degree in social work, social services or education related field with one (1) year experience in youth prevention work.
Preferred Requirements:	Masters Degree in social work, social services, or education related field with professional experience in youth prevention work.
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.



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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.