



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 10/05/2022	Employee Requisition Number ER-23006	JOB OPPORTUNITY	
Title/Position: CAREGIVER ADVOCATE			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: ELDERLY NUTRITION	Location: Okmulgee	Location Code: 901	FT/PT 1-Full Time

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

General Summary:	The Caregiver Advocate will be responsible for the management of the Native American Caregiver Support Program, which involves developing, implementing and tracking the program based on the Title VI Part C grant and Tribal-based program guidelines. The Advocate will assess the needs of the program and develop/initiate new or expanding services in partnership with federal, tribal, and local agencies. The work involves outreach, education and training, public presentations, information sharing, oversight of respite applications, disbursement of supplemental supplies & lending closet, and applications for displaced elders in the Tiny Village. Work requires sound judgement and initiative, decision-making, problem solving and organizational and communication skills. Discretion, confidentiality, and sensitivity to the needs and stresses of caregivers are necessary to performing duties.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Provide management and direction to achieve established Program goals and objectives. 2. Establish and maintain appropriate policies, procedures and guidelines. 3. Receive and process participant applications to determine eligibility according to program guidelines. 4. Provide educational training in a group or individual setting on current issues affecting the elderly, caregivers, respite workers, and displaced elders. 5. Must have the ability to courteously and effectively communicate and collaborate with tribal citizens, co-workers, MCN staff, outside agencies and the public both orally and in writing when conducting program activities and providing services. 6. Maintain detailed records of program participation. 7. Follow and abide by grant guidelines, financial recordkeeping, rules, regulations, and program reporting are required to ensure Program compliance. 8. Provide outreach services through conducting home visits, lending closet, trainings, Little Libraries, and in-services. 9. Responsible to the Director and in accordance with all related



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	policies, procedures, reporting and recordkeeping requirements. 10. Responsible for attending and participating in any training, workshops and conferences as necessary or required. 11. Perform other duties as assigned.
Minimum Requirements:	High School Diploma. Must possess basic computer skills and be able to learn computer programs quickly.
Preferred Requirements:	Bachelor's Degree in Social Work or equivalent experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Valid Oklahoma Drivers License

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



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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.