



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	JOB OPPORTUNITY	
Title/Position: FPT SUPERVISOR			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: CHILDREN FAMILY & SERVICES	Location: Okmulgee	Location Code: 93	FT/PT 1-Full Time

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

General Summary:	<p>Under the supervision of the Family Protection Team (FPT) Program Manager, the FPT Program Supervisor will train and provide daily supervision to their assigned Child Protection Caseworkers. The FPT Program Supervisor will perform the following: conduct/oversee safety and risk assessments and investigations of child abuse and neglect reports; provide 24 hour response to emergency situations involving an alleged abused or neglected child; coordinate with staff and appropriate agencies in conducting assessments and investigations when necessary; determine/approve appropriate interventions for families following completion of assessments and investigations; locate and coordinate services with community, tribal, and state social services agencies to prevent the breakup of families; conduct/supervise home visits; transport children to services, visits, etc.; attend tribal and state court hearings, provide testimony and make recommendations when necessary. The FPT Program Supervisor shall be knowledgeable of the following; principles and practices of social work; child development stages; psychological and physical needs of abused/neglected children; child abuse and neglect investigation procedures; basic court terminology and procedures.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Supervise and provide direction to Child Protection Caseworkers. 2. Review intake reports of abuse and neglect, recognize emergency situations, prioritize each case situation according to its immediate need and respond accordingly, and assign to Child Protection Workers for assessment/investigation. 3. Conduct/oversee safety and risk assessments and/or intensive investigations of reported child abuse and neglect. 4. Work in coordination with Lighthorse Police, or other city or county law enforcement agencies, and the Oklahoma Department of Human Services Child Protective Services in conducting assessments/investigations when necessary.



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

	<p>5. Provide on-call emergency response/direction twenty-four (24) hours a day, seven (7) days a week to child abuse/neglect victims and work extended hours, including non-business times such as weekends and holidays, as required.</p> <p>6. Determine appropriate interventions for families, including referral to preventative services or removal of children from their homes.</p> <p>7. Conduct/oversee individual and family assessments to determine the strengths and needs of children and their parents/custodians.</p> <p>8. Develop or assist in the development of service (safety) plans designed to prevent the breakup of families.</p> <p>9. When needed, contact with children and families by conducting home, school and work visits when necessary.</p> <p>10. Transport children to foster care placements, medical appointments, visitations, etc.</p> <p>11. Review and/or complete investigative reports and provide to the Attorney General.</p> <p>12. Attend tribal and state court hearings and provide testimony when necessary.</p> <p>13. Provide written reports and make recommendations regarding removal, visitation, reunification, etc. to the court.</p> <p>14. Maintain efficient management of cases and case files.</p> <p>15. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports.</p> <p>16. Maintain confidentiality of CFSA programs and caseloads.</p> <p>17. Participate in CFSA and ICW staff meetings.</p> <p>18. Participate in multi-disciplinary team meetings and other meetings when required.</p> <p>19. Attend trainings, workshops, or other educational programs.</p> <p>20. Perform other duties as assigned.</p>
Minimum Requirements:	Bachelor's Degree in Social Work or other relevant human service field, Three (3) years experience working with children, parents and/or families, and one (1) year of supervisory experience.
Preferred Requirements:	Master's Degree in Social Work or other relevant human service field, three (3) years experience working in child welfare programs; and two (2)



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

	years of supervisory experience. Special Considerations – Knowledge of Muscogee (Creek) language and culture.
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:

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:



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

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.