



SAFETY SENSITIVE POSITION

**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 01/04/2023	Employee Requisition Number ER-23113	JOB OPPORTUNITY	
Title/Position: PROGRAM MANAGER			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
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:	Works under the supervision of the Director while providing a wide range of activities in nutritional operations at 10 Elderly Nutrition Centers.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for training, over-site and job performance of Site Supervisors. 2. Must work with minimal supervision while maintaining an open line of communication with Director regarding Elderly Nutrition operations. 3. Resolves problematic issues at a supervisory level. 4. Interprets and follows all Tribal and Federal regulations and policies. 5. Ensures coverage of all Elderly Nutrition Centers on a daily basis. 6. Ensure cook staff is maintaining cleanliness, appropriate stock levels and rotation of food at all centers. 7. Ensures all homebound processes, including but not limited to, food packages, delivery and scheduling are followed and maintained at all sites. 8. Ensures all grocery orders are properly entered by supervisor in a way that maintains sufficient stock at each center. 9. Responsible for maintaining program/vendor relationship with food vendor. 10. Treats all clients with respect and maintains a cooperative attitude with other employees to facilitate quality customer service. Maintains effective working relationship with employees and administrative staff within the program, tribal officials and other visitors to the nutrition centers. 11. Must have knowledge of computers with the ability to learn, operate, and train Supervisors and staff on programs, including but not limited to Microsoft Office, MUNIS, Laserfiche, and grocery ordering system. 12. Responsible for providing potential recipients information on eligibility and intake procedures. 13. Assists in all duties at nutrition centers, when needed. 14. Works with Administrative Assistant in assuring federal and financial reporting is completed in a timely matter, and is in accordance to all Tribal and Federal guidelines.



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	15. Compiles weekly and monthly reports for Director, in order to give updates on program operations. 16. Knowledgeable of and coordinates with other programs and services available for clientele. 17. Ensures all staff's time and attendance are completed as required by payroll department. 18. Responsible for attending and participating in any training, workshops, and/or conferences as necessary. 19. Performs other duties as assigned.
Minimum Requirements:	Must have at least 5 years experience in a supervisory position, a High school diploma, GED or equivalent. Excellent supervisory and math skills. Good communication skills. Must have and maintain a good driving record. Good computer skills, Word, Laserfische.
Preferred Requirements:	A degree in Business or Management – Associates or Bachelors
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:



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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

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION (**No failed drug test is tolerated**).

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
 The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
 Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
 Performing Firefighting, First Responder or EMT duties.
 The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
 Dispensing Pharmaceuticals.
 Direct patient care or Direct Child, Elderly, or Disabled care.
 An individual performing security, surveillance or law enforcement duties.
 Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
 None of these apply.

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.



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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.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.