



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 01/06/2023	Employee Requisition Number ER-23126	JOB OPPORTUNITY	
Title/Position: PSSF PROGRAM MANAGER			
Pay Grade MG 8	Salary Range \$57,616-75,171	Classification Management	
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 CFSA Director, the Promoting Safe and Stable Families (PSSF) Program Manager will oversee and be responsible for the PSSF Program. The PSSF Program Manager is responsible for communicating and coordinating with the CFSA Director regarding the PSSF Program and PSSF Program staff. The PSSF Program Manager will provide supervision to the PSSF Program staff. The PSSF Program Manager will perform the following: review and assign intake reports of voluntary requests for program services and referrals from other CFSA programs; audit program case files and the progression of PSSF cases including but not limited to: individual and family assessments; family service plans; home based services provided to families, locate and coordinate services with tribal, community and state social service agencies; provide written reports to other CFSA programs and/or DHS Child Welfare as requested; and attend tribal and/or state court hearings and provide testimony when necessary and appropriate. The PSSF Program Manager shall be knowledgeable of the following principles and practices of social work: crisis intervention; child development; positive parenting practices; basic life skills (personal and environmental hygiene, nutrition and management of resources); impact of trauma; recognition of child abuse and neglect and reporting requirements and protocol; and knowledge of community, tribal and state resources.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Maintain efficient and effective functioning of the PSSF program. 2. Maintain consistent communication and provide routine updates to the CFSA Director regarding the PSSF Program and PSSF Staff. 3. Participate in CFSA Leadership meetings and individual conferences with the Director to provide updates on any program needs, concerns or issues. 4. Train, supervise and provide direction to the PSSF Program staff. 5. Review and determine disposition of intakes, including assignment to staff for the provision of program services or referrals to other resources. 6. Audit program case files and the progression of program cases through regular program staff meetings. 7. Oversee the individual and family assessments to determine if the



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	<p>strengths and needs of children and their parents/custodians are addressed.</p> <p>8. Ensure family service plans are designed to maintain children in their home and alleviate and/or mitigate safety factors which would cause children to be at risk of mal-treatment.</p> <p>9. Oversee and/or conduct home based services to families, including basic life skills, parenting education, support activities and counseling.</p> <p>10. Provide 24 hour response to meet the needs of families.</p> <p>11. Provide written reports to CFSA Program staff and/or DHS as requested.</p> <p>12. Attend tribal and/or state court hearings and provide testimony as necessary and appropriate.</p> <p>13. Ensure efficient and effective management of cases and case files.</p> <p>14. Complete weekly, monthly, quarterly and/or statistical and/or narrative reports.</p> <p>15. Maintain confidentiality of CFSA programs, caseloads and client information at all times.</p> <p>16. Facilitate and lead PSSF Team meetings.</p> <p>17. In coordination and with approval from CFSA Director, conduct in-service workshops for staff as needed.</p> <p>18. Attend Multi-Disciplinary meetings, staffings and other meetings as 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, two (2) years experience working with children, parents and/or families, and one (1) year of supervisory/management experience.
Preferred Requirements:	Master's Degree in Social Work or other related field, three (3) years experience working with children, parents and/or families and two (2) years of supervisory/management experience.
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.



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- 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

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.



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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.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose 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.