



**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<br>01/13/2023                   | Employee Requisition Number<br><b>ER-23161</b> | <b>JOB OPPORTUNITY</b>      |                         |
| Title/Position:<br><b>PSSF TEAM SUPERVISOR</b> |  |                             |                         |
| Pay Grade<br>SG 13                             | Salary Range<br>\$45,448-59,342                | Classification<br>Full Time |                         |
| Department:<br>CHILDREN FAMILY & SERVICES      | Location:<br>Okmulgee                          | Location Code:<br>93        | FT/PT<br>1-Full<br>Time |

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

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| General Summary:                       | <p>Under the supervision of the Promoting Safe &amp; Stable Families (PSSF) Program Manager, The PSSF Program Supervisor will be responsible for training and providing supervision to the assigned PSSF Caseworkers. The PSSF Program Supervisor will perform the following: assign new cases to PSSF Caseworkers; review program case files; monitor progression of program cases; conduct/oversee individual and family assessments; develop/assist in the development of family service plans; provide/monitor home based services to families; locate and coordinate services with tribal, community and state social service agencies; conduct/oversee home, school or work visits; transport family members to resources and services; respond immediately to the needs of families; provide or approve written reports regarding the progress of families on service plans to CFSA Caseworkers and/or DHS when requested; attend tribal and/or state court hearings as needed; provide testimony when necessary. The PSSF Program Supervisor shall be knowledgeable of the following; principles and practices of social work; crisis intervention strategies; parenting and child management skills; counseling skills; life-skills training (hygiene, nutrition and parenting education); issues related to child abuse/neglect, including basic identification and reporting of abuse/neglect; and community, tribal and state resources.</p> |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> <li>1. Supervise, provide guidance and train Promoting Safe and Stable Families Program staff.</li> <li>2. Review intakes and assign to staff for the provision of program services or referral to other resources.</li> <li>3. Review program case files and monitor progression of program cases through regular program staff meetings.</li> <li>4. Conduct/monitor individual and family assessments to determine the strengths and needs of children and their parents/custodians.</li> <li>5. Develop or assist in the development of family service plans designed to maintain children in their home and stabilize families.</li> <li>6. Provide/monitor home based services to families, including hygiene/nutrition/parenting education, support activities and counseling.</li> <li>7. Assist families in locating and determining appropriate resources</li> </ol>  |



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|  | <p>and services.</p> <ol style="list-style-type: none"> <li>8. Ensure PSSF staff is maintaining regular contact with families by conducting home, school or work visits.</li> <li>9. Transport family members to tribal, state and community resources.</li> <li>10. Provide 24 hour response to meet the needs of families.</li> <li>11. Provide written reports regarding a family's progress on service plans to CFSA Caseworkers or DHS when requested.</li> <li>12. Attend tribal and/or state court hearings and provide testimony when necessary.</li> <li>13. Maintain efficient management of cases and case files.</li> <li>14. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports.</li> <li>15. Maintain confidentiality of CFSA programs and caseloads.</li> <li>16. Participate in CFSA and PSSF staff meetings.</li> <li>17. Conduct in-service workshops for staff when needed.</li> <li>18. Attend multi-disciplinary team meetings and other meetings when required.</li> <li>19. Attend trainings, workshops or other educational programs.</li> <li>20. Perform other duties as assigned.</li> </ol> |
| <p>Minimum Requirements:</p>                         | <p>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.</p>   |
| <p>Preferred Requirements:</p>                       | <p>Master's Degree in Social Work or other relevant human service field, three (3) years experience working with children, parents and/or families; and two (2) years of supervisory/management experience.</p> <p>Special Considerations – Experience working with Muscogee (creek) or other Native American families; knowledge of Muscogee (Creek) language and culture.</p>   |
| <p>Valid Oklahoma Driver's License required?</p>     | <p>Yes</p>  |
| <p>Please list any additional licenses required:</p> |   |

**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.