



**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 02/07/2023	Employee Requisition Number <b>ER-23222</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>A.G. &amp; P.C. PROGRAM MANAGER</b>			
Pay Grade MG 7	Salary Range \$51,188-66,809	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 Children and Family Services Administration (CFSA) Director, the Adoption, Guardianship and Permanency Custody (A.G. &amp; P.C.) Program Manager will oversee and be responsible for the A.G. &amp; P.C. program. This includes direct supervision of the A.G. &amp; P.C. caseworkers. The A.G. &amp; P.C. Program Manager will review and assign all cases involving the adoption or guardianship of MCN children through state, tribal or private actions. The A.G. &amp; P.C. Program Manager will also review and assign cases involving Indian children who are in permanent care and custody of the Muscogee (Creek) Nation. The A.G. a P.C. Program Manager will review case files and monitor progress on cases assigned to the A.G. and P.C. Caseworkers which includes the review and approval of case plans, court reports, adoption and guardianship studies and case narratives. The A.G. &amp; P.C. Program Manager will provide appropriate guidance and consultation to the Caseworkers through both team and individual case staffings. The A.G. &amp; P.C. Program Manager will coordinate and communicate with the CFSA Director and other Program Managers to ensure that the goals and mission of CFSA are achieved. The A.G. &amp; P.C. Program Manager shall be knowledgeable of the following: ; and practices of social work; child development stages and the impact of trauma on child development; emotional, physical and behavioral health needs of abused/neglected children and State and Tribal court protocol and procedures.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Maintain efficient and effective functioning of the Adoption, Guardianship &amp; Permanent Custody Program.</li> <li>2. Train, supervise and provide guidance to the A.G. &amp; P.C. Program staff.</li> <li>3. Review and assign Adoption, Guardianship, and Permanency Custody cases to A.G. &amp; P.C. Caseworkers.</li> <li>4. Implement and monitor policies and practices for the A.G. &amp; P.C. Program.</li> <li>5. Review court reports, case plans, adoption and guardianship studies, case narratives and other documents prepared by the A.G. &amp; P.C. Caseworkers.</li> </ol>



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	<ol style="list-style-type: none"> <li>6. Attend court hearings and provide testimony as needed in Muscogee Nation District Court and State Court proceeding as needed.</li> <li>7. Plan and facilitate regular meetings with the A.G. &amp; P.C. Program staff.</li> <li>8. Participate and facilitate Case Transition staffings with the Tribal Reunification Team when a MCN child transitions to permanency custody.</li> <li>9. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports as needed and requested by the CFSA Director.</li> <li>10. Participate in CFSA trainings and meetings as needed and required.</li> <li>11. Meet on a consistent basis with the CFSA Director to provide updates, identify challenges and report progress on the A.G. &amp; P.C. program and CFSA.</li> <li>12. Facilitate and model teamwork with other CFSA Program Managers and CFSA staff through on-going communication and coordination with all CFSA team members.</li> <li>13. Attend trainings, workshops or other educational programs in efforts to continue professional growth.</li> <li>14. Identify training needs for the A.G. &amp; P.C. Caseworkers and coordinate with the CFSA Director to develop a training plan and identify appropriate trainings.</li> <li>15. Maintain confidentiality of CFSA programs and caseloads.</li> <li>16. Perform other duties as assigned.</li> </ol>
Minimum Requirements:	<ol style="list-style-type: none"> <li>1. 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 experience.</li> </ol>
Preferred Requirements:	<ol style="list-style-type: none"> <li>2. 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) year of supervisory/management experience.</li> </ol>
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.