



**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 02/15/2023	Employee Requisition Number <b>ER-23234</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ADULT PROTECTION SPECIALIST</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: ELDER SERVICES	Location: Okmulgee	Location Code: 97	FT/PT 1-Full Time

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

General Summary:	<p>Under the supervision of the Adult Protective Services Program Manager, the Adult Protective Service (APS) Specialist will be responsible for providing adult protective services to vulnerable Muscogee Nation elders and incapacitated adults who may be victims of abuse, neglect or exploitation in home and community based settings within the jurisdiction of the Muscogee (Creek) Nation. The APS Specialist will work in coordination with law enforcement, the judicial system, medical and mental health providers, and other tribal and community service agencies to ensure that MCN elders and other incapacitated adults are adequately protected. The APS Specialist will initiate court proceedings in situations where an elder or other adult is in immediate or imminent danger of serious physical harm, death or depletion of assets. The APS Specialist shall be knowledgeable of Principles and Practices of social work; human development stages and related dysfunctions; emotional, physical, and mental needs of the incapacitated elder and their families; basic court terminology and procedures; and Muscogee (Creek) culture, traditions and language.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Receive reports of alleged abuse and neglect of Muscogee (Creek) elders and other adults located within the jurisdictional boundaries of the Muscogee (Creek) Nation.</li> <li>• Conduct investigations of allegations of abuse, neglect, self-neglect or exploitation involving Muscogee (Creek) elders and other adults domiciled on Indian country within the jurisdictional boundaries of the Muscogee (Creek) Nation.</li> <li>• Conduct Needs, Risks and Capacity Assessments on the allege victim to assess the social, emotional, physical, mental, environmental, and financial circumstances of the Muscogee (Creek) elder or other adult.</li> <li>• Develop an appropriate service plan with elder or incapacitated adult, involving family and caregiver if needed.</li> <li>• Coordinate with DHS/APS, Lighthouse Administration or other law enforcement, tribal and state courts, medical and mental health providers and other tribal and community service providers to ensure protection of Muscogee (Creek) elders and provision of comprehensive adult protective</li> </ul>



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	<p>services.</p> <ul style="list-style-type: none"> <li>• Determine need for preventative services or court involvement.</li> <li>• Report all investigative findings to Attorney General and prepare investigative reports, court reports, and other legal documentation.</li> <li>• Provide court testimony</li> <li>• Provide follow up visits to elders or adults to reassess needs and risk and adjust service plan as necessary.</li> <li>• Advocate for the rights of incapacitated Muscogee (Creek) elders or other adults who are the alleged victim in APS referrals.</li> <li>• Assist DHS/APS in conducting assessments/investigations of allegations of abuse, neglect, self-neglect or exploitation involving Muscogee (Creek) elders and other adults not domiciled on Indian country but located within the jurisdictional boundaries of the Muscogee (Creek) Nation.</li> <li>• Provide twenty-four (24) hour on-call response seven (7) days a week and work extended hours, including non-business times such as weekends and holidays as required.</li> <li>• Participate in weekly staff meetings.</li> <li>• Attend multi-disciplinary team meetings.</li> <li>• Attend trainings and workshops.</li> <li>• Develop and conduct in-service training, public presentations and educational workshops for law enforcement, medical and mental health professionals, and other tribal and community agencies.</li> <li>• Document and maintain caseload and case files.</li> <li>• Complete weekly, monthly, quarterly, and/or annual statistical and/or narrative reports.</li> <li>• Maintain confidentiality of APS cases and other Elder Service Programs.</li> <li>• Perform other duties as assigned.</li> </ul>
Minimum Requirements:	Bachelor's Degree in Social Work or other relevant human service field; two (2) years of experience working with adults and/or elders and experience conducting assessments, investigations and/or interviews
Preferred Requirements:	Master's Degree in Social Work or relevant human service field; one (1) years of experience in professional work; or one (1) year of experience conducting assessments, investigations and interviews.
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.



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- 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

#### 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.



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- 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.

#### **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.