



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 ER-23236	JOB OPPORTUNITY	
Title/Position: RESIDENT ASSISTANT			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT 1-Full Time

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

General Summary:	The Resident Assistant (RA) is under the direct supervision and reports to the Reintegration Manager. The RA shall observe and maintain the safety and security for the housing units and the Reintegration Campus. The Resident Assistants are to document and report any and all incidents that may occur during the execution of job duties. This position will be required to work weekends and holidays.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Adhere to and enforce the Reintegration Resident's Housing Handbook to ensure smooth and efficient operations of the housing and its residents. • Be on call 24 hours a day/7 days a week - periodic rotation. • Provide information and assistance to residents • Provide simple first aid and summon medical assistance when necessary. • Mediate interpersonal disputes between residents. • Communicate with the Case Manager Supervisor to resolve problems with individual Residents. • Make regular rounds to ensure that Residents and campus are safe and secure. • Make unannounced room checks when suspicion is evident of illegal activities and/or unreported guest are present. • Observe areas to detect and report unusual behavior. • Determine the need for housing maintenance and repair; notify appropriate personnel. • Assist in the inventory, packing and removal of items left behind by residents. • Collect and review all incident report forms before meeting with Maintenance Supervisor. • Must be able to use sound judgement when outside entities should be called or notified. • Maintains confidentiality; Keeps emotions under control. • Speaks clearly and persuasively in positive or negative situations. • Writes clearly and informatively; Able to read and interpret written information



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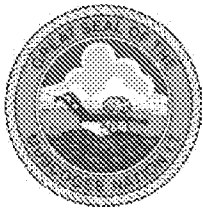
	<ul style="list-style-type: none"> • Balances team and individual responsibilities • Demonstrates accuracy and thoroughness. • Completes work in a timely manner. • Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organization's goals and values; Follows policies and procedures. • Any other duties as assigned.
Minimum Requirements:	High school diploma or equivalent
Preferred Requirements:	High school diploma and experience as a resident assistant or security officer/EMT
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	none

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:

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



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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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.

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.