



SAFETY SENSITIVE POSITION

Muscogee (Creek) Nation
Human Resource Management Services

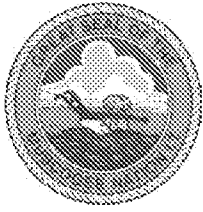
Employee Requisition

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 ER-23267	JOB OPPORTUNITY	
Title/Position: TITLE IV-E PROGRAM MANAGER			
Pay Grade MG 6	Salary Range \$45,448-59,342	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 direction of the Children and Family Services (CFSA) Director, The Title IV-E Program Manager will lead the development, implementation and sustainability of all aspects of the MCN CFSA Title IV-E program. This will include direct supervision of the Title IV-E Specialists. The Title IV-E Program Manager will work closely with the Director, Program Managers, Case Management Specialist and other CFSA staff in the development and implementation of processes, structures and activities intended to support data collection, reporting requirements, program requirements, financial management, training, and policy and procedural requirements. The Title IV-E Program Manager will coordinate, and communicate as needed with all levels of administration, CFSA staff and other programs both within MCN and outside of MCN as needed to operate the Title IV-E Program.</p> <p>The Title IV-E Program Manager will plan and execute projects designed to assist in the accomplishment of CFSA IV-E objectives and will handle assigned tasks associated with projects and follow up to ensure completion. This will include mock Title IV-E audits, Random Moment Time Studies, Title IV-E Training and other projects as identified.</p> <p>The Title IV-E Program Manager will gather and prepare data for statistical purposes related to grant application and management, analyze reports and advise CFSA Director of significant items, trends and potential errors or omissions within the IV-E Program.</p> <p>The Title IV-E Program Manager will serve as a resource to CFSA staff regarding requirements and processes of Title IV-E. The Title IV-E Program Manager will perform other related duties to the work described and as identified by the Director.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Lead the development of the MCN CFSA Title IV-E plan. 2. Provide direct supervision to the Title IV-E Specialists. 3. Coordinate with CFSA Program Managers, CMS Specialist, and



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	<p>other CFSA staff in the development and implementation of the MCN CFSA Title IV-E Plan.</p> <ol style="list-style-type: none"> 4. Schedule, lead and facilitate a workgroup focused on the development and implementation of Title IV-E. 5. Organize and conduct case reviews to ensure that CFSA cases are in compliance with Title IV-E. 6. Develop and provide training to CFSA staff and others regarding Title IV-E and requirements. 7. Coordinate with MCN Finance in the development of a Title IV-E Financial Management system. 8. Review and assist with updates to CFSA policy and procedures to ensure that it is in compliance with Title IV-E requirements. 9. Maintain on-going communication with the CFSA Director regarding updates, challenges, and progress on the Title IV-E Program. 10. Ensure that all Title IV-E reporting requirements are met. 11. Maintain confidentiality of CFSA programs and cases. 12. Complete monthly statistical reports. 13. Participate in CFSA and program staff meetings. 14. Attend trainings, workshops or other educational programs. 15. Perform other duties as assigned.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Minimum Requirements – Advanced knowledge in Child Welfare Practice, specifically IVE eligibility and Tribal IV-E Programs and two (2) years' experience in Tribal Child Welfare Programs.
Preferred Requirements:	<ol style="list-style-type: none"> 2. Preferred Requirements – Master's Degree in Social Work or other related field and two (2) years' experience in professional social work or one (1) year working with child welfare.
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.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.



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- 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:

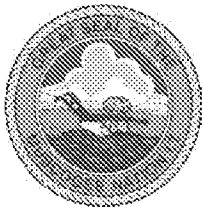
- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

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.

Disclaimer:



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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.