



**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 11/29/2022	Employee Requisition Number <b>ER-23277</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>COUNSELOR</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: TANF	Location: Okmulgee	Location Code: 96	FT/PT 1-Full Time

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

General Summary:	Under the direction of the lead counselor, the counselor will provide direct counseling services and participate in the coordination of behavioral health services for Tribal TANF participants.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Conduct individual and family treatment sessions, as appropriate to participant treatment plans.</li> <li>• Provide emergency face to face counseling and/or crisis intervention as needed to avert or in response to participant relapse.</li> <li>• Will make referrals to outside agencies when needed.</li> <li>• Applies best practice standards and outcome measurements as related to clinical practices.</li> <li>• Ensure the delivery of culturally competent behavioral health and social services consistent with Tribal TANF's mission, goals, licensure rules, accreditation standards, and best practices.</li> <li>• Conduct and document initial and ongoing assessments.</li> <li>• Develop individualized treatment plans in coordination with participant's clinical teams and individual service plans.</li> <li>• Ensure that participant records, treatment statistics, and other documentation are maintained according to established standards.</li> <li>• Develop and maintain effective working relationships with community agencies, case managers, and clinical teams.</li> <li>• Assist participants/families in identifying and pursuing realistic treatment goals.</li> <li>• Identify the types and amounts of support participants require to remain independent.</li> <li>• Maintain information on community resources for participant assistance and support.</li> <li>• Provide education, assistance and support to family members and others involved with the participant to enhance awareness of mental and emotional illness and to increase their ability to continue the rehabilitation process.</li> <li>• Referrals will be made by TANF staff.</li> <li>• Maintain Oklahoma state certification</li> <li>• Other duties will be assigned as the job allows</li> </ul>



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Minimum Requirements:	Current Oklahoma State License in social work, counseling, marriage and family, and/or substance abuse. Masters Degree in social work, counseling, psychology or a related human services field. 2 years supervised counseling experience. 1 year experience working in a social service field. Excellent customer service skills. Knowledge of behavioral health assessments and rehabilitation, counseling principles and methods.
Preferred Requirements:	Minimum requirements plus 2 years' experience working in a social services field or working in TANF.
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.
- 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



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Risk of electrical shock

Vibration

Loud Noise

**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.