



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 03/13/2023	Employee Requisition Number ER-23283	JOB OPPORTUNITY	
Title/Position: SITE COORDINATOR			
Pay Grade Negotiable	Salary Range Negotiable	Classification Negotiable	
Department: FAMILY VIOLENCE PREVENTION	Location: Okmulgee	Location Code: 900	FT/PT 1-Full Time

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

General Summary:	The Site Coordinator will lead efforts to implement the Nation's 2021 Federal Firearms Technical Assistance Project (FTAP), awarded by the Department of Justice/Office on Violence Against Women. This special initiative brings victim services, Lighthorse Tribal Police Department, Office of Attorney General, District Court and federal partners together to strengthen the tribal justice system to: increase victim safety, offender accountability, prevent/reduce domestic violence related homicides and reduce access to firearms by domestic violence offenders on the reservation. The Site Coordinator will lead collaborative efforts to develop, revise and implement policies/protocols, strengthen tribal codes, increase professional training and community outreach efforts. The Site Coordinator will become part of a dynamic team of individuals dedicated to increasing safety and reducing crime on the Muscogee Nation reservation.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Site Coordinator will be responsible for leadership, implementation and oversight of day-to-day project activities. 2. Will conduct thorough review and be knowledgeable of grant solicitation, approved application and purpose of the project. 3. Coordination and facilitation of monthly project meetings with MCN team members as well as other project sites and technical assistance partners to determine needs and develop targeted solutions. 4. Assist with review, revision and strengthening of policies and protocols that impact victim safety and offender accountability. 5. Engage in regular communication with project partners, federal grant managers and technical assistance providers to ensure that the project is moving forward and achieving project goals within projected timelines. 6. Collect, manage and prepare qualitative and/or quantitative data regarding project activities and complete all federal grant reports on a timely basis. 7. Will lead efforts to identify MCN's needs, gather tools and resources to address and meet those needs and present to MCN team and/or other groups during collaborative meetings. 8. Assist with review, revision and/or development of relevant tribal codes. 9. Develop creative and targeted outreach campaign utilizing a wide range



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	<p>of methods.</p> <p>10. Assist with identification and coordination of multi-disciplinary training for tribal criminal justice professionals.</p> <p>11. Will actively promote the program's mission and services throughout the reservation, state and nationally, to promote tribal sovereignty and advocate for systemic and societal change to reduce violent crime victimization.</p> <p>12. Will be knowledgeable of tribal, federal, state laws and policies that impact crime victim/survivors.</p> <p>13. Will assume additional responsibilities as may be reasonably expected for this position.</p>
Minimum Requirements:	Bachelor's degree in criminal justice or related field. The ideal candidate will possess successful project management and excellent interpersonal communication skills. Law enforcement, victim services, legal and/or criminal justice experience is a plus. Combination of education and experience may be considered.
Preferred Requirements:	Master's degree in related field or Juris Doctor degree from an accredited law school with specialized experience in tribal code, policy development.
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.



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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:

- | | | |
|--|---|---|
| <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.



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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 loose 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.