



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 08/28/2023	Employee Requisition Number ER-23528	JOB OPPORTUNITY	
Title/Position: MANAGER			
Pay Grade MG 8	Salary Range \$57,616-75,171	Classification Management	
Department: Mvskoke Language Liaison Program	Location: Okmulgee	Location Code: 1253	FT/PT 1-Full Time

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

General Summary:	The Mvskoke Language remains in a critically endangered status due to many factors. As each generation of Mvskokvlke goes on, the Mvskoke language does not remain the predominant language. As Mvskokvlke, no data will truly authenticate what we already know, but our current community conditions demonstrate how the Mvskoke language slowly dwindles in the number of speakers, despite numerous personal, community, and institutional efforts. Under the direction of the Mvskoke Language Liaison Director, the Manager will assist with day-to-day operations of serving as liaisons between Mvskoke speakers and the Nation and will oversee the collection and management of data on the Mvskoke language and speakers in an effort to perpetuate the Mvskoke Language.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Advocate for the needs of all Mvskoke Language speakers in the community. 2. Conduct in-person surveys of Muscogee homes throughout the Muscogee Reservation to collect data on living speakers. 3. Coordinate with the liaison team to create a program to develop new Mvskoke speakers. 4. Coordinate with the liaison team and the College of the Muscogee Nation to develop a method for testing curriculum and proficiency standards within an academic system for the Mvskoke language to determine the knowledge of learners. 5. Maintain data on fluency levels. 6. Coordinate with the liaison team to develop an immersion method/model for controlled and natural environments, for the purpose of producing competent Mvskoke speakers. 7. Provide services to revitalize and perpetuate the Mvskoke Language. 8. Collect, gather, and organize data derived from the Mvskoke language and Mvskoke speakers. 9. Host speaker gatherings to perpetuate the Mvskoke Language. 10. Coordinate with Chartered Communities, Traditional Mvskoke Churches and Ceremonial Grounds to establish Speaker Gatherings on a



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	regular basis. 11. Confer with staff on programs to provide guidance that encourages language use. 12. Prepare and provide language instruction designed to meet the needs of individual, as well as groups or programs throughout the Nation. 13. Performs other duties as required or assigned which are reasonably within the scope of the duties in this job classification.
Minimum Requirements:	High School Diploma or GED; Limited Working Proficiency in Mvskoke language (speaking, listening, reading and writing).
Preferred Requirements:	Bachelor's Degree; Mvskoke Citizen. Professional Working Proficiency in Mvskoke language (speaking, listening, reading and writing). Two years in a supervisor/management role.
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



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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.



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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.