

**SAFETY SENSITIVE POSITION**

**Muscogee (Creek) Nation**  
**Human Resource Management Services**

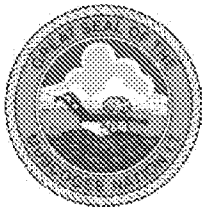
Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 12/12/2023	Employee Requisition Number <b>ER-24148</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CHILD DEVELOPMENT SUPERVISOR</b>			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

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

General Summary:	<ol style="list-style-type: none"><li>1. Responsible for maintaining compliance of all applicable regulations.</li><li>2. Oversees operations of the Muscogee Nation's Office of Child Care which includes the provision of quality and culturally-centered child care services provided at seven (7) Child Development Centers located throughout the MCN's jurisdiction to children six (6) weeks to twelve (12) years of age.</li><li>3. The program mission also includes a commitment to providing a nurturing, wholesome and fostering environment for children that would enable them to attain their potential while in their most formative years - early childhood - and to provide a sense of security and confidence to parents that their children are receiving the highest quality of care while entrusted to the child development center.</li></ol>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"><li>1. Supervisors the Child Development Center Supervisors.</li><li>2. Maintains compliance of State and Tribal Standards including Stars Program.</li><li>3. Implements staff development programs.</li><li>4. Conducts child development training for CDC staff.</li><li>5. Shall be responsible for assuring that CDC staff are current with training required by National, State and Tribal licensing standards.</li><li>6. Maintains and controls inventory of equipment and supplies for Child Development Centers.</li><li>7. Coordinates regular staff meetings with Center Supervisors.</li><li>8. Works with Resource and Referral Specialists to provide parent services at centers.</li><li>9. Provides on-site technical assistance to Child Development Centers.</li><li>10. Shall approve lesson plans for all centers.</li><li>11. Shall periodically review and revise policies and procedures for center operations.</li><li>12. Other duties as assigned by the Director.</li><li>13. Visit Child Care Centers weekly or as often as needed.</li><li>14. Safely operate a tribal vehicle and comply with the regulations governing vehicle use.</li><li>15. Maintains confidentiality of all Office of Child Care clients and</li></ol>



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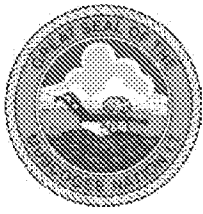
	<p>personnel.</p> <p>16. Create a safe, positive, trauma-informed and culturally-centered environment for children with strict adherence to tribal, state and federal regulatory and compliance requirements. Ensure safety, health and emergency procedures are implemented and continually reviewed by staff members.</p> <p>17. Oversee the development and implementation of all child care programs to ensure the highest level of quality and enhancements to services.</p> <p>18. Provides necessary leadership to encourage teamwork, provide support and empower staff members in their individual roles in addition to supporting on-going professional development.</p> <p>19. Complete staff interviews and hiring selections. Ensure proper disciplinary action it taken if staff members fail to meet center standards. Approve Schedules and requests for leave.</p> <p>20. Cultivate and maintain positive working relationships with various federal, state and tribal governments and grantees.</p> <p>21. Responsible for ensuring proper maintenance of all records including government documents, child and family participants information, personnel files as well as confidential information.</p> <p>22. Will communicate with leadership to maintain updates as to program challenges, needs and successes.</p> <p>23. Will assume additional responsibilities as may be reasonably expected of a person in this position.</p>
Minimum Requirements:	<p>1. Combination of higher education and experience may be considered in lieu of an Associate's Degree.</p> <p>2. Five-year's experience in child care services to include a combination of both direct child care services as well as management and administrative experience in a child care program.</p> <p>3. Must possess exemplary leadership skills, excellent written/verbal communication and interpersonal skills.</p> <p>4. Must meet all background checks and training requirements.</p>
Preferred Requirements:	Bachelors Degree in Education related field with demonstrated success in developing, implementing and leading the delivery of quality child care services for tribal communities.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	<p>1. Must be certified in Infant, Child, Adult CPR and First Aid.</p> <p>2. Must possess good organizational and communication skills.</p> <p>3. Must be knowledgeable of State licensing requirements and Stars Program.</p>

#### Customer Service:

Responds promptly to customer needs; Responds promptly to voicemails and emails.

#### Professionalism/ Interpersonal Skills:

Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.



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<b>Time Management:</b>	Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Analytical Skills:</b>	Collects and researches data; Uses intuition and experience to complement data.
<b>Teamwork:</b>	Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
<b>Leadership:</b>	Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions.
<b>Ethics:</b>	Works within the approved budget; Conserves organizational resources. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures, including cyber security.
<b>Attendance/Punctuality:</b>	Regular and on time attendance. Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction; Takes responsibility for own actions.

#### 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:

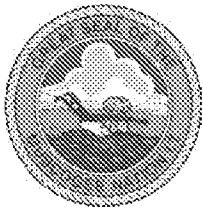
The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

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**).



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- ☐ 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.

#### **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.