

**SAFETY SENSITIVE POSITION**

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

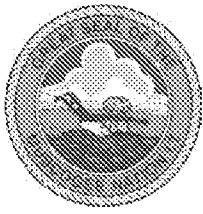
**Employee Requisition**

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

Submitted Date 12/15/2023	Employee Requisition Number <b>ER-24149</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CHILD ADVOCATE</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
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 Child Advocate will provide a variety of advocacy and supportive services designed to address and support the needs of children impacted by sexual violence, and their families, to enhance the child and family's physical and emotional safety, well-being and healing from the impact of trauma. The Child Advocate will provide accompaniment and support during forensic examinations, court proceedings and will assist in identifying and accessing support and services critical to meeting child and family needs. Will participate in on-call schedule to ensure availability of emergency advocacy, 24/7 and 365 days a year, including non-business times such as weekends and holidays. The Child Advocate will become part of a dynamic team of professionals working to increase safety on the Muscogee (Creek) Nation reservation. The Center for Victim Services operates multiple offices across the reservation providing opportunity for primary work station in Jenks, Okmulgee or Muskogee.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"><li>1. Will ensure that safety of victims/survivors and program staff remain the primary focus of all program activities and services.</li><li>2. Assist with coordination/scheduling of and accompaniment to forensic nurse examinations.</li><li>3. Engage in on-going safety planning with children and families.</li><li>4. Assist families in completing petitions for protective orders and provide accompaniment to court proceedings related to victimization.</li><li>5. Will assist and support families in communicating with prosecutors, law enforcement and other professionals to access information regarding criminal proceedings.</li><li>6. Will assist the victim/survivor in accessing services/resources to meet emergency, basic needs including shelter, food and clothing and make appropriate referrals as needed.</li><li>7. Will ensure the program maintains strict confidentiality in accordance with tribal code, program policy and procedure and federal grant guidelines.</li><li>8. Actively participate in on-going training and professional development to continue to enhance and increase advocacy and professional skills.</li></ol>



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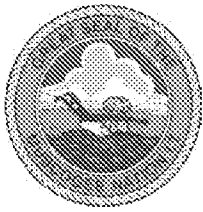
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	<p>9. Will seek to build and strengthen partnerships within and outside of the Nation to ensure the development of coordinated responses to increase victim safety and offender accountability.</p> <p>10. Will complete necessary reporting as required for tribal, federal or other funding sources.</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. Advocate will be knowledgeable of tribal, state and federal policies that impact victims/survivors of crime.</p> <p>13. Will assume additional responsibilities as may be reasonably expected of a person in this position.</p>
Minimum Requirements:	Bachelor's degree in social work or related field with one (1) year of experience in professional social work/social services field. Experience working with children and families is desirable. Combined professional and educational experience can also be considered.
Preferred Requirements:	Bachelor's degree in social work or related field with at three (3) years of professional experience providing advocacy services to victims of crime.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

<b>Customer Service:</b>	Responds promptly to customer needs; Responds promptly to voicemails and emails.
<b>Professionalism/ Interpersonal Skills:</b>	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.
<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. Works within the approved budget; Conserves organizational resources.



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<b>Ethics:</b>	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.

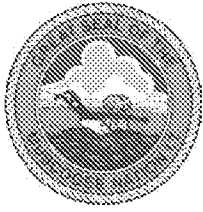
While performing the duties of this Job, the employee is regularly exposed:

- ☐ 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**).

- ☐ 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.



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☐ 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.