

**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 1/5/2024 4:20 PM	Employee Requisition Number ER-24161	JOB OPPORTUNITY	
Title/Position: VOC REHAB SPECIALIST II			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: VOCATIONAL REHAB	Location: Okemah	Location Code: 114	FT/PT Full Time

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

General Summary:	<p>The purpose of this position is to perform professional counseling, skills required for effective counseling and guidance, training and job placement in the vocational rehabilitation of individuals who are mentally or physically disabled. Incumbent ensures delivery of</p> <p>broad scope of quality and culturally appropriate VR services to clients who need help to manage their disability or limitation of their disability or injury, in order to obtain or maintain employment.</p> <p>Incumbent is under the close direct supervision of the VR Program Director.</p>
Principal Duties and Responsibilities:	<p>A. Performs professional level counseling work such as initial interviews with applicants for vocational rehabilitation to obtain information concerning applicant's physical or mental condition, social and economic situation, attitudes and aptitudes, work experience, educational background and personality traits. B. Maintain a minimum of 65 cases per policy. C. Maintain performance of program goals set for VR Counselors in policy. D. Arrange for medical diagnosis to determine type and extent of disability and rehabilitation possibilities as required. E. Shall provide for the administration on interpretation of standard psychological tests when indicated by client observation or desire to go into long-term training. Incumbent will review results to determine eligibility on the basis of law and policy and assist the individual in the development of an individual plan for employment. F. Assist in the planning and arranging for VR services, authorize payment for agreed upon service according to Program guidelines and supervise client's training program and monitor progress throughout the VR process. G. Counsel with client throughout the rehabilitation process, advocate for client with other professionals if necessary and assist client in meeting/problem solving of medical, social, psychological aspects of the disability and vocational limits. H. Confers with public and private employers to establish job opportunities for vocational rehabilitation clients and aids clients in securing employment consistent with their abilities. I. Shall make periodic visits with clients to monitor progress and maintain appropriate case records and controls case</p>



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	<p>service expenditures. J. Periodically review cases to ensure progress is being made or make adjustments by revising objectives and services upon mutual agreement of client, Specialist II and Program Director. K. Assist the Program Director and Vocational Rehab Management Team in fiscal budget planning activities of the VR program as needed. L. Assist the Director in VR Program policy review and in the development of new policies as required. M. Regular attendance is required. N. Performs all other duties as assigned. Skills: a) Knowledge of principles and practices of guidance and counseling, vocational assessment, psychological testing, occupational task, and placement. b) Knowledge of medical and psychosocial aspects of various chronic illness and disability. c) Knowledge of Vocational Rehabilitation Procedures and Process. d) Skilled in counseling, evaluating and analyzing data, interest and abilities in developing and implementing an effective Individualized Plan for vocational placement of eligible individuals. e) Knowledge of basic pharmaceuticals and of laboratory reports. f) Knowledge of medical terminology. g) Ability to communicate courteously and effectively with VR clients and family or representative, coworkers, MCNDH administrative and medical staff, individuals with physical or mental impairment, tribal and local officials, and the general public both orally and in writing. h) Ability to work in a team atmosphere. i) Proficient computer skills within a Windows desktop environment and including working knowledge of Microsoft Office Suite, Business Suite and Excel. Knowledge of basic accounting practices. j) Ability to maintain VR client confidentiality at all times. k) Ability to maintain a confident, professional demeanor.</p>
Minimum Requirements:	<p>Education Bachelor's Degree in Vocational Rehabilitation, Social Services, and Human Relations or related field with substantial knowledge of VR is preferred. Note: Relevant work experience stated below may be substituted for educational requirements. Experience Requirements: Five (5) years of verifiable work experience in vocational rehabilitation or related field may be substituted for the educational requirements stated above.</p>
Preferred Requirements:	<p>Master's Degree in Vocational Rehabilitation, Social Services, or related field, Vocational Rehabilitation Counseling or Counseling field is preferred.</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

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.
Time Management:	Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in



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Written Communication:

Analytical Skills:

Teamwork:

Leadership:

Ethics:

Organizational Support:

Quality:

Quantity:

Safety and Security:

Attendance/Punctuality:

Dependability:

meetings.

Writes clearly and informatively; Able to read and interpret written information. Collects and researches data; Uses intuition and experience to complement data. 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.

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.

Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Adheres to policies and procedures.

Follows policies and procedures; Supports organization's goals and values.

Demonstrates accuracy and thoroughness.

Completes work in timely manner.

Observes safety and security procedures, including cyber security.

Regular and on time attendance. Arrives at meetings and appointments on time.

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

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.



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- ☐ 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
 - ☐ 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.