



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 2/27/2024 11:36 AM	Employee Requisition Number ER-24237	JOB OPPORTUNITY	
Title/Position: RESIDENT ASSISTANT			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT Full Time

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

General Summary:	The Resident Assistant is responsible for housing units and the Reintegration Complex area. The Resident Assistants are to document and report any and all incidents that may occur after hours of daily operations. This position will be required to work weekends and holidays. This position may be required to wear uniforms.
Principal Duties and Responsibilities:	Adhere to and enforce the Reintegration Resident's housing Handbook to ensure smooth and efficient operations of the housing and its residents. <ul style="list-style-type: none"> • Be on call 24 hours a day, 7 days a week. • Provide information and assistance to residents. • Provide simple first aid and summon medical assistance when necessary. • Mediate interpersonal disputes between Residents. • Communicate with the Maintenance Supervisor to resolve problems with individual Residents • Make regular rounds to ensure that Residents and areas are safe and secure. • Make unannounced room checks when suspicion is evident of illegal activities and unreported guest are present. • Observe areas to detect and report unusual behavior. • Determine the need for housing maintenance and repair, and notify appropriate personnel. • Assist in the inventory, packing and removal of items left behind by residents. • Collect and review all incident report forms before meeting with Maintenance Supervisor. • Must be able to use sound judgement when outside entities, shall be called or notified. • Any other duties as assigned.
Minimum Requirements:	High School Diploma or GED
Preferred Requirements:	High School Diploma with 2 years experience working in a dorm/residential setting. Experience in surveillance and be security minded.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	none

Customer Service: Responds promptly to customer needs; Responds promptly to voicemails and



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**Professionalism/
Interpersonal Skills:**

emails.
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 meetings.

Written Communication:

Writes clearly and informatively; Able to read and interpret written information.

Analytical Skills:

Collects and researches data; Uses intuition and experience to complement data.

Teamwork:

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.

Leadership:

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.

Ethics:

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.

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, including cyber security.

Attendance/Punctuality:

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

Dependability:

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



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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
- 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 Muscokee 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 Muscokee (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 Muscokee (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.