



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

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|---------------------------------------------|------------------------------------------------|-----------------------------|--------------------|
| Submitted Date 3/4/2024 1:43 PM | Employee Requisition Number ER-24250 | JOB OPPORTUNITY | |
| Title/Position: CAREER SPECIALIST | | | |
| Pay Grade SG 10 | Salary Range \$31,865-41,579 | Classification Full Time | |
| Department: EMPLOYMENT & TRAINING | Location: Okmulgee | Location Code: 103 | FT/PT Full Time |

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

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| General Summary: | Provides individual counseling on all phases of career management by performing the following duties. |
| Principal Duties and Responsibilities: | <ul style="list-style-type: none"> • Administers and interprets appropriate career assessment instruments. • Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for career planning. <ul style="list-style-type: none"> • Guides individuals on examination and exploration of occupational choices in their career development. • Provides guidance on selection of academic programs, entrepreneurial pursuits, and retirement planning. • Provides one-on-one counseling to individuals regarding career planning and job search strategies. <ul style="list-style-type: none"> • Counsels' individuals on the development of resumes and cover letters. • Identifies various web sites, job banks, organizations, books and other publications related to career management. • Provides individuals with necessary tools to effectively organize and plan a job campaign. <ul style="list-style-type: none"> • Identifies prospective employers, making initial contact, identifies employment needs, provides client information and facilitates employment interviews. • Provide pre-employment training and assistance; including, however not limited to, resume preparation, interviewing techniques, employment related letter writing techniques and follow-up. • Provide worksite contact information to clients; including, however not limited to employment notices, company contact and job announcements. • Identifies prospective employers, making initial contact, identifies employment needs, provides client information and facilitates employment interviews. <ul style="list-style-type: none"> • Provides one-on-one counseling to regarding career planning and job search strategies. • Assist with supervision of work experience clients. • Assist with job search. • May refer for vocational counseling. • Assist with improving educational and skill competencies. • Assist with completing financial aid application. • Develop an Individualized Educational Plan (IEP) for each client. • Interview clients to obtain information about employment history, educational background, and |



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| | <p>career goals, and to identify barriers to employment. • Conduct follow up interviews with clients to make sure needs from (IEP) have been met. • Determine eligibility for core and intensive services. • Counsel individuals to help them understand and overcome personal, social or behavioral problems affecting their education or vocational situations. • Determine eligibility which include income guidelines and required documentation. • Assist with the development of programs that will contribute to occupational development, upward mobility development of new careers and opportunities for non-traditional employment. • Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. • Establish relationship with other service providers to aid program participants, which could include attending Workforce Oklahoma board meetings in the four service areas covered by the tribal boundaries. • Provide power point presentation over life skill workshops. • Administer and interpret appropriate career assessment instruments. • Identifies various websites, job bank, organizations, books, and other publications related to career management. • Provides individuals with the necessary tools to effectively organize and plan a job campaign. • Identifies prospective employers, making initial contact, identifies employment needs, provides client information and facilitates employment interviews. • Develops and researches job opportunities for a wide range of positions ranging from executive level to blue collar worker. • Designs and facilitates career development training programs including self-assessment, goal setting, resume writing, job search strategies, networking, interviewing and negotiations. • Develops and delivers programs on change management, stress management, team building, communication skills and conflict resolution. • Plan and promote career and employment-related programs and events, such as career planning presentations, work-experience programs, job fairs and career workshops. • Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. • Teach classes and present self-help or information sessions on subjects related to education and career planning. • Attend meetings, educational conferences and training workshops. • Be able to multi-task. • Perform other duties as assigned.</p> |
| Minimum Requirements: | Associate Degree or equivalent work experience. |
| Preferred Requirements: | – Bachelor Degree with previous experience working with Native American clients |
| 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/

Maintains confidentiality; Keeps emotions under control; Approaches others in a



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- Interpersonal Skills:** 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

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.



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- 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 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.



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