



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 4/23/2024 4:33 PM	Employee Requisition Number ER-24318	JOB OPPORTUNITY	
Title/Position: CASE WORKER			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: DDAP DEV DISABILITY ADVOCATE PROGRAM	Location: Okmulgee	Location Code: 1949	FT/PT Full Time

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

General Summary:	Dev. Disabilities Advocate will assist families with concerns regarding matters of health, and developmental disability issues. The advocate will support the needs of citizens, providing them with the information and assistance they need in order to receive the highest quality of care and treatment with dignity and respect. As healthcare becomes more complex it is important that the role of a DD advocate entails making sure that everything regarding the youth (0-15) medically and behaviorally is taken care of correctly
Principal Duties and Responsibilities:	Principal Duties and Responsibilities: (Essential functions may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, they are not intended to be an exhaustive list of all responsibilities, duties and skills required.) Key Responsibilities <ul style="list-style-type: none"> • Understand basic rights of patients and apply knowledge regarding Medicare, Medicaid and supplemental secondary insurance coverage, limitations and benefits.(State and Tribal) This may include something as simple as transportation to doctors, tests, and procedures, making sure prescriptions are picked up or taken correctly, reviewing medical bills and insurance claims to something more detailed such as verifying hospital information and ensuring that an advanced health care directive (sometimes called a power of attorney) and a living will is in place. • Preserve the dignity of clients, standing up for their rights and needs • Prevent and report abuse as we are mandated reporters. • Assist the family to apply for government benefits through housing, Disability and all other sources referred to them. • Understand the basics of patient care at home. • Educate on the importance of documents such as advance directives, guardianships and Power of Attorney. Since the children remains in the home, the advocate makes home visits to make sure the child is safe and well.
Minimum Requirements:	Bachelor's Degree (B.A.) from four-year College or University; or two years of experience in a related field of advocacy or social environment; or equivalent



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	combination of education and experience
Preferred Requirements:	Graduate degree in a related field with communication and counseling skills; experience in counseling to the needs of varying situations for individuals, families, and communities.
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 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:



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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.
- 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:



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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.