



**TEMPORARY POSITION**

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

Employee Requisition

**SAFETY SENSITIVE POSITION**

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

Submitted Date 1/22/2024 2:18 PM	Employee Requisition Number <b>ER-24337</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>VR INTAKE &amp; BENEFIT PLANNER</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	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:	This is an entry level VR Intake & Benefit Planner position whose purpose is to assist clients determine how employment will affect their SSI/SSDI benefits and assist VR Specialist at a beginning-level. Counseling skills required for effective guidance and counseling, training, and job placement in the vocational rehabilitation of individuals who are mentally or physically disabled. Incumbent is under the close direct supervision of VR Manager and VR Program Director.
Principal Duties and Responsibilities:	A. Assist clients with benefits review or schedule an appointment to determine how employment will affect their benefits. B. Performs beginning-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. C. Assist VR Staff D. Maintain performance of program goals set for VR Staff in policy. E. Assist VR Staff with Outreach F. 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 with supervisor to determine eligibility on the basis of law and policy and assist the individual in the development of an individual plan for employment. G. 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. H. 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. I. Confers with public and private employers to establish job opportunities for vocational rehabilitation clients and aids clients in securing employment consistent with their abilities. J. Shall make periodic visits with clients to monitor progress and maintain appropriate case records and controls case services expenditures. K. Periodically review cases to ensure progress is being made or make adjustments by revising objectives and services upon mutual



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	<p>agreement of client, VR Specialist I and VR Manager. L. Regular attendance is required. M. Perform all other duties as assigned. Knowledge &amp; Skills</p> <p>a) Knowledge of basic principles and practices of guidance and counseling, psychological testing and occupational placement. b) Knowledge of basic medical and psychosocial aspects of chronic illness and disability.</p> <p>c) Knowledge of basic pharmaceuticals and of laboratory reports.</p> <p>d) Knowledge of medical terminology. e) 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. f) Knowledge of the fundamental principles of VR and the VR process. g) Knowledge and skill to utilize a personal computer and its applications in a Windows environment and to operate other necessary office equipment. h) Ability to communicate courteously and effectively with VR clients and their families or representatives, coworkers, MCNDH administrative and medical staff, individuals with physical or mental impairments, Tribal and local officials, and the general public both orally and in writing. i) Ability to work in a team atmosphere. j) Ability to maintain VR client confidentiality at all times. k) Ability to maintain a confident, professional demeanor.</p>
Minimum Requirements:	Applicants with an Associate's Degree must have two (2) years verifiable work experience in VR delivering services to individuals with disabilities which may be substituted for Bachelor's Degree.
Preferred Requirements:	Bachelor's Degree in Vocational Rehabilitation, Social Services, or Associate Degree with continued studies leading to a Bachelor's Degree in Vocational Rehabilitation Counseling is preferred.
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.



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<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.
<b>Ethics:</b>	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.
<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

#### 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:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                             | <input checked="" type="checkbox"/> 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.



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- 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.