



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 5/29/2024 4:22 PM	Employee Requisition Number ER-24376	JOB OPPORTUNITY	
Title/Position: GRANT COORDINATOR			
Pay Grade SG 11	Salary Range \$35,859-46,820	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:	<p>General Summary: Under the supervision of the Reintegration Manager and working in conjunction with the department staff of Reintegration and the Tribal Planning/Grants Department, the Reintegration Grant Coordinator works under a collaborative approach for statistical research, preparation of grant applications, submit grant reports to funding agency, oversee grant compliance and acquisition of available funding resources to expand the tribal department government operations in accordance with the department's goals and objectives. Job entails extensive research, coordination, collaboration and public relations skills.</p>
Principal Duties and Responsibilities:	<p>In collaboration working in conjunction with the department staff of Reintegration and the Tribal Planning/Grants Department will develop policies and procedures establishing proper procedures for processing grant applications.</p> <ol style="list-style-type: none"> 2. Serves as liaison between granting entities and Reintegration. 3. Provide technical assistance to RiP staff in preparation of relevant documents and materials required for submission of grant applications. 4. Follow up on progress of status of applications to include subsequent requirements of funding agency, if required. 5. Oversee and ensure grant compliance to funding agency. 6. Submit grant reports to funding agencies. 7. Provide updated to program on a weekly basis. 8. Research and seek tribally related funding opportunities and program



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	<p>enhancement.</p> <p>9. Coordinate and conduct staff meetings for staff development of program and encourage staff members to communicate ideas for improving program and mainstreaming grant process.</p> <p>10. Responds promptly to customer or RiP staff needs.</p> <p>11. Maintains confidentiality; Keeps emotions under control.</p> <p>Title: Reintegration Grant Coordinator Department: Reintegration Dept. Classification: Reports to: RiP Manager</p> <p>9. Speaks clearly and persuasively in positive or negative situations; Participates in meetings.</p> <p>10. Writes clearly and informatively; Able to read and interpret written information.</p> <p>11. Balances team and individual responsibilities.</p> <p>12. Inspires respect and trust.</p> <p>13. Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.</p> <p>14. Follows policies and procedures; Supports organization's goals and values.</p> <p>15. Demonstrates accuracy and thoroughness.</p> <p>16. Completes work in timely manner.</p> <p>Job Specifications:</p>
Minimum Requirements:	associates degree or a combination of experience and education working in an office setting and grant coordinating.
Preferred Requirements:	associates degree with 5 years experience in grant management.
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.



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- 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.
Works within the approved budget; Conserves organizational resources.
- Ethics:** 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.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.



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- 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.