



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 6/17/2024 10:40 AM	Employee Requisition Number ER-24399	JOB OPPORTUNITY	
Title/Position: CHR GENERALIST			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: CHR	Location: Okemah	Location Code: 1948	FT/PT Full Time

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

General Summary:	<p>JOB SUMMARY</p> <p>The purpose of the position is to elevate the health status of the resident Indian population through the integration of health care delivery where no other program or resources are available throughout the service area. Outreach services may be provided which are designed to enhance community accessibility to tribal and IHS health care facilities clinics and hospitals in areas of need where no other program(s) or resources are available.</p>
Principal Duties and Responsibilities:	<p>ESSENTIAL FUNCTIONS</p> <p>Satisfactory job performance will be determined by successful execution of the following:</p> <ul style="list-style-type: none"> A) Provides non-emergency medical transportation services to eligible American Indians residing in the Creek Nation. B) Delivers items such as medications, supplies, etc., to patient's homes. C) Conducts outreach health care services including home visits to Indians residing within the Creek Nation boundaries to monitor clients' health status and perform minor individual health care in the homes of clients. D) Provides case management by working with other health care providers, programs, and the client to ensure quality and continuity of care. E) Advocates for clients with others both internal and external to the Creek Nation. F) Translates and interprets for clients either in the Muscogee language or/and ability to clarify medical terminology with the client. G) Communicates from a cultural perspective when necessary to clients who may need assistance in understanding the disease concept, self-care management and the practice of prevention. H) Ability to speak and/or understand Mvskoke (Creek) language a plus. I) Must comply with program dress code and maintain a presentable appearance according to the standards of the MCN Department of Health Policy. J) Maintains client files and makes routine daily and monthly reports as required in a timely manner.



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	<ul style="list-style-type: none"> K) Responsible for an assigned GSA vehicle and charges incurred for daily operation for service to clients. L) Program issued cell phones for client related usage ONLY, including, maintenance of allowed time, security and compliance with policies. M) Attends monthly staff and community meetings when required. N) Must have and maintain a residential or personal cell phone. O) Demonstrate teamwork and staff interaction. P) Regular attendance is required. Q) Ability and willingness to meet deadlines. R) Performs other duties as assigned.
Minimum Requirements:	<p>MINIMUM QUALIFICATIONS</p> <p>Education – High School Diploma or GED equivalent.</p> <p>Experience – One year (1) relevant experience, minimum.</p> <p>Licenses & Certification – Must possess and maintain a valid State of Oklahoma Drivers License and be insurable.</p> <p>Knowledge & Skills –</p> <ul style="list-style-type: none"> a) Medical knowledge or medical background, prefer C.N.A. certification or equivalent. b) Knowledge of the Muscogee (Creek) Nation Health System service area, OKC & Tulsa. c) Must have and maintain a valid Oklahoma Sate Driver's License and clean driving record. Incumbent must be able to qualify for the Creek Nation vehicle insurance. Continued employment hinges upon the maintenance of the clean driving record and qualification for Creek Nation insurance. d) Ability to satisfactorily complete the required training of the HP/DP Program including the CHR Basic Training or equivalent, CPR/First Aid/AED, HIPAA training. e) Ability to deal effectively with clientele that may exhibit special needs and requirements. e) Ability to work efficiently in an ever changing environment. f) Skill and ability to communicate courteously and effectively both orally and in writing.
Preferred Requirements:	<p>Knowledge & Skills –</p> <ul style="list-style-type: none"> a) Medical knowledge or medical background, prefer C.N.A. certification or equivalent. b) Knowledge of the Muscogee (Creek) Nation Health System service area, OKC & Tulsa. c) Must have and maintain a valid Oklahoma Sate Driver's License and clean driving record. Incumbent must be able to qualify for the Creek Nation vehicle insurance. Continued employment hinges upon the maintenance of the clean driving record and qualification for Creek Nation insurance. d) Ability to satisfactorily complete the required training of the HP/DP Program including the CHR Basic Training or equivalent, CPR/First Aid/AED, HIPAA training.



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	<p>e) Ability to deal effectively with clientele that may exhibit special needs and requirements.</p> <p>e) Ability to work efficiently in an ever changing environment.</p> <p>f) Skill and ability to communicate courteously and effectively both orally</p>
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.