

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 10/17/2024 1:35 PM	Employee Requisition Number ER-25023	JOB OPPORTUNITY	
Title/Position: CHR GENERALIST			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: CHR	Location: Eufaula	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) Punctuality, regular attendance and responsibility is a critical requirement for this position. B) Provides non-emergency medical transportation services to eligible American Indians residing in the Creek Nation. C) Delivers items such as medications, supplies, etc., to patient's homes. D) Advocates for clients with others both internal and external to the Creek Nation. E) Translates and interprets for clients if needed. F) Maintains client files and makes routine daily and monthly reports as required in a timely manner. G) Responsible for an assigned GSA and/or Tribal vehicle and Division issued cell phones including usage, maintenance, security and compliance with policies . H) Must pay close attention to detail and demonstrate responsibility for contacting clientele. I) Be familiar with referral process for specialty appointments J) Skill and ability to communicate courteously and effectively both orally and in writing. K) Attends monthly staff and community meetings when required and/or when schedule allows.



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	<p>L) Must have and maintain a residential or personal cell phone. M) Ability and willingness to meet deadlines. N) Performs other duties as assigned.</p>
<p>Minimum Requirements:</p>	<p>MINIMUM QUALIFICATIONS Education – High School Diploma or GED equivalent. Experience – One year (1) relevant experience. Licenses & Certification – Must possess valid State of Oklahoma Drivers License, Commercial Licenses preferred and be insurable. Knowledge & Skills –</p> <ul style="list-style-type: none"> a) Knowledge of the Muscogee (Creek) Nation Health System service area, OKC & Tulsa. b) Must have and maintain a valid Oklahoma State Driver's License and clean driving record. Commercial Driver's License preferred. c) Incumbent must be able to qualify for the Creek Nation insurance. Continued employment hinges upon the maintenance of the clean driving record and qualification for Creek Nation insurance. d) Must be able to work on Saturdays and flexible hours if required e) Ability to satisfactorily complete the required Annual training of CPR/First Aid/AED, Defensive Driving, HIPAA and other relevant training. f) 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.
<p>Preferred Requirements:</p>	<p>ESSENTIAL FUNCTIONS Satisfactory job performance will be determined by successful execution of the following:</p> <ul style="list-style-type: none"> A) Punctuality, regular attendance and responsibility is a critical requirement for this position. B) Provides non-emergency medical transportation services to eligible American Indians residing in the Creek Nation. C) Delivers items such as medications, supplies, etc., to patient's homes. D) Advocates for clients with others both internal and external to the Creek Nation. E) Translates and interprets for clients if needed. F) Maintains client files and makes routine daily and monthly reports as required in a timely manner. G) Responsible for an assigned GSA and/or Tribal vehicle and Division issued cell phones including usage, maintenance, security and compliance with policies . H) Must pay close attention to detail and demonstrate responsibility for contacting clientele. I) Be familiar with referral process for specialty appointments J) Skill and ability to communicate courteously and effectively both orally



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	<p>and in writing.</p> <ul style="list-style-type: none"> K) Attends monthly staff and community meetings when required and/or when schedule allows. L) Must have and maintain a residential or personal cell phone. M) Ability and willingness to meet deadlines. N) Performs other duties as assigned.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	personal vehicle insurance

- 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.
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.



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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).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions, e.g., money, checks, or property disbursements.
- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.
- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an



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employee or another person.

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.