



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 11/19/2024 4:31 PM	Employee Requisition Number ER-25054	JOB OPPORTUNITY	
Title/Position: LEAD COUNSELOR & COMPLIANCE SPECIALIST			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
Department: VOCATIONAL REHAB	Location: Okemah	Location Code: 114	FT/PT Full Time

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

General Summary:	The purpose of this position is to perform supervisory skills to the VR Specialist required for effective guidance, counseling and training of VR Staff. Monitor the services provided in the vocational rehabilitation of eligible individuals who are mentally or physically disabled. Incumbent ensures that quality VR services are provided to clients. Incumbent assists VR Director in requested matters of operation including budgeting. Incumbent is under the direct supervision of the VR Program Director.
Principal Duties and Responsibilities:	Satisfactory job performance will be determined by successful execution of the following: A. Assists VR Director in planning, coordinating, and managing all aspects of VR services in an effective and efficient manner in order to achieve established goals and objectives of the Program. B. Assists Director in providing guidance and supervision to subordinate staff within the VR Program. C. Performs intermediate 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. D. Assist with chart audits and assist with weekly staffing. E. Arrange for medical diagnosis to determine kind and extent of disability and rehabilitation possibilities as required. F. Shall 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 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



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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 agreement of client, VR Specialist and Program Director.

L. Assist the Program Director and Vocational Rehab Technician in fiscal budget planning activities of the VR Program.

M. Assist the Director in VR Program policy review and in the development of new policies as required.

N. Regular attendance is required.

O. Perform other duties as assigned.

a) Knowledge of principles and practices of counseling, vocational guidance, psychological testing and occupational placement.

b) Knowledge of all aspects of Vocational Rehabilitation (VR) for persons with physical, mental, hearing or visual impairments.

c) Knowledge of VR Program policies and procedures and Federal and State regulations related to VR programs and services.

d) Knowledge of the Americans with Disabilities Act (ADA), 2010 revisions to the ADA and related legislation.

e) Skill in counseling, evaluating and analyzing data and situations accurately, in developing and implementing effective plans for vocational placement of eligible individuals.

f) Ability to communicate courteously and effectively with coworkers, MCNDH administrative and medical staff, VR clients and their families, individuals with physical or mental impediments, Tribal and Local officials, and the general public both orally and in writing.

g) Ability to foster/maintain a team-oriented atmosphere that promotes individual growth and group proficiency towards established goals.

h) Familiarity with basic computing in a Windows environment and ability to operate general office equipment.

i) Knowledge of basic accounting practices.

j) Ability to maintain VR client confidentiality at all times.

k) Ability to maintain a confident, professional demeanor.

Minimum Requirements:	Education Master's Degree in Vocational Rehabilitation or directly related field received
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	<p>from a CORE (Council on Rehabilitation Education) accredited university is required or possess valid CRC (Certified Rehabilitation Counselor) or LPC (Licensed Professional Counselor) certification or licensure and substantial knowledge of the delivery of VR services. Knowledge and experience may be substituted for education with VR proficiency and 15 years' experience.</p> <p>Experience Ten (10) or more years of verifiable vocational rehabilitation employment with a minimum of five (5) years' experience as a VR Counselor Supervisor and substantial knowledge of the delivery of VR services.</p>
<p>Preferred Requirements:</p>	<p>Education Master's Degree in Vocational Rehabilitation or directly related field received from a CORE (Council on Rehabilitation Education) accredited university is required or possess valid CRC (Certified Rehabilitation Counselor) or LPC (Licensed Professional Counselor) certification or licensure and substantial knowledge of the delivery of VR services. Knowledge and experience may be substituted for education with VR proficiency and 15 years' experience.</p> <p>Experience Ten (10) or more years of verifiable vocational rehabilitation employment with a minimum of five (5) years' experience as a VR Counselor Supervisor and substantial knowledge of the delivery of VR services.</p> <p>Current licensure as a Licensed Professional Counselor (LPC) or Certified Rehabilitation Counselor (CRC) is required. Must possess a valid Oklahoma State driver's license and be insurable. Professional Licenses may be substituted for VR proficiency and 15 years' experience.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	<p>Preferred CRC (Certified Rehabilitation Counselor) or LPC (Licensed Professional Counselor)</p>

- 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.



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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:

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).

- 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.



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- 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 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



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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.