



SAFETY SENSITIVE POSITION

Muscogee (Creek) Nation

Human Resources Department

Employee Requisition

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

Submitted Date 12/17/2024 11:28 AM	Employee Requisition Number ER-25090	JOB OPPORTUNITY	
Title/Position: TRIBAL JUVENILE JUSTICE CASE WORKER			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: TRIBAL JUVENILE JUSTICE	Location: Okmulgee	Location Code: 1947	FT/PT Full Time

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

General Summary:	<p>Under the supervision of the Tribal Juvenile Justice Program Director, the Tribal Juvenile Justice Case Worker will provide 24-hour response to situations of Juvenile Delinquency within MCN Reservation boundaries by creating adjudication agreements or facilitating placement into a juvenile detention facility. Case workers will conduct case management services and provide supervision of adjudicated delinquent juveniles to assure compliance with court ordered dispositions. The TJJ Case Worker will also be responsible for evaluating complaints against juveniles to determine whether to initiate prevention services on the complaint or to initiate court action. Their role will include conducting an assessment of juvenile and family needs in order to develop and implement plans for treatment to comply with court orders; monitoring juvenile and family progress through face to face home visits, school visits, and other out of home visits as well as contact with other human services agencies providing services to the family. Identifying further transitional and post-release supervision and support services to facilitate community re-entry and continuing treatment needs.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Provide 24 hour response to situations of Juvenile Delinquency. 2. Work in coordination with Lighthorse Police, or other city or county law enforcement agencies when necessary. 3. Determine appropriate interventions for families, including referral to preventative services or placement into a juvenile detention center. 4. Supervision of adjudicated delinquent juveniles. 5. Conduct case management services. 6. Assessment of juvenile and family needs. 7. Develop and implement plans for treatment. 8. Monitor juvenile and family progress. 9. Provide transitional and post release supervision and support services to facilitate community re-entry and continuing treatment needs. 10. Assist families in locating and determining appropriate resources and services.



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	<ol style="list-style-type: none"> 11. Maintain regular contact with children and families by conducting home, school and work visits when necessary. 12. Complete investigative reports and provide to the Attorney General. 13. Attend tribal and state court hearings and provide testimony when necessary. 14. Provide written reports. 15. Maintain efficient management of cases and case files. 16. Complete weekly, monthly, quarterly, and/or annual statistical and/or narrative reports. 17. Maintain confidentiality of CFSA programs and caseloads. 18. Participate in CFSA, ICW & TJJ staff meetings. 19. Participate in multi-disciplinary team meetings and other meeting when required. 20. Attend trainings, workshops or other educational programs. 21. Perform other duties as assigned.
<p>Minimum Requirements:</p>	<p>Bachelor’s Degree in Criminal Justice, Social Work or other relevant human service field, one (1) year experience working with children, parents and/or families.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES: Considerable knowledge of adolescent development, family, group, and juvenile delinquency dynamics and intervention techniques. Thorough knowledge of a wide range of behavioral, socioeconomic, and psychosocial problems and their treatment. Knowledge of juvenile laws, statutory guidelines, procedures, requirements, social agencies and community resources relevant to the program and client needs. Skill in establishing rapport with juveniles and families and dysfunction and psychosocial, behavioral, and psychological aspects of juvenile’s problems. Skilled in crisis intervention and the application of counseling techniques and principles. Ability to establish and maintain effective working relationships with juveniles and families, as well as civic, legal, and social organizations, school and court personnel. Ability to impartially analyze information and communicate clearly, plan and effectively manage work load.</p>
<p>Preferred Requirements:</p>	<p>Master’s Degree in Criminal Justice, Social Work or other relevant human service field, three (3) years experience working with children, parents, and/or families and one (1) year of experience conducting interviews/investigations.</p> <p>Knowledge of Muscogee (Creek) language and culture.</p>
<p>Valid Oklahoma Driver’s License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	



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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:

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 type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |



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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 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,



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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.