



**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 12/26/2024 9:37 AM	Employee Requisition Number <b>ER-25118</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>PSSF CASE WORKER</b>			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: CHILDREN FAMILY & SERVICES	Location: Okmulgee	Location Code: 93	FT/PT Full Time

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

General Summary:	Under the supervision of the Promoting Safe and Stable Families (PSSF) Program Manager, the Promoting Safe/Stable Families Case Worker will provide intensive case management services to Indian children and their families. The Promoting SSF Case Worker will perform the following: conduct individual and family assessments; develop family service plans; provide home based services to families; locate and coordinate services with tribal, community and state social service agencies; conduct home, school or work visits; transport family members to resources and services; respond immediately to the needs of families; provide written reports regarding the progress of families on service plans to Indian Child Welfare and/or DHS when requested; and attend tribal and/or state court hearings and provide testimony when necessary. The Promoting SSF Case Worker shall be knowledgeable of the following: principles and practices of social work; crisis intervention strategies; parenting and child management skills; counseling skills; and life-skills training (hygiene, nutrition and parenting education).
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Conduct individual and family assessments to determine the strengths and needs of children and their parents/custodians.</li> <li>2. Develop family service plans designed to maintain children in their home and stabilize families.</li> <li>3. Provide home-based services to families, including stress management, budgeting, parenting education, support activities and counseling.</li> <li>4. Assist families in locating and determining appropriate resources and services.</li> <li>5. Maintain regular contact with families by conducting home, school or work visits.</li> <li>6. Transport family members to tribal, state and community resources.</li> <li>7. Provide 24-hour response to meet the needs of families.</li> <li>8. Provide written reports regarding a family's progress on service plans to Indian Child Welfare or DHS when requested.</li> <li>9. Attend tribal and/or state court hearings and provide testimony when</li> </ol>



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	<p>necessary.</p> <ol style="list-style-type: none"> <li>10. Maintain efficient management of cases and case files.</li> <li>11. Complete weekly, monthly, quarterly and/or annual statistical and/or narrative reports.</li> <li>12. Maintain confidentiality of CFSA programs and caseloads.</li> <li>13. Participate in CFSA and PSSF staff meetings.</li> <li>14. Attend multi-disciplinary team meetings and other meetings when required.</li> <li>15. Attend trainings, workshops or other educational programs.</li> <li>16. Supervise PSSF staff in absence of PSSF Program Coordinator.</li> <li>17. Perform other duties as assigned.</li> </ol>
Minimum Requirements:	<p>Education — Bachelor's Degree in Social Work or other related field.</p> <ul style="list-style-type: none"> <li>• Experience — One (1) year experience working with children, parents and/or families.</li> <li>• Special skills — Knowledge of Muscogee (Creek) language and culture.</li> <li>• Certifications and licenses —</li> </ul>
Preferred Requirements:	<p>Bachelor's Degree in Social Work or other relevant human service field and three (3) years' experience working with children, parents and/or families; or Master's Degree in Social Work or other relevant human service field and one (1) year experience working with children, parents and/or families</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



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- Ethics:** appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions. 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:

- 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.



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- 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**

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.