



**CHOCTAW VOCATIONAL
AND EMPLOYMENT SERVICES**

PHONE (601) 650-1745
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MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #098247

JOB TITLE: Program Counselor & Instructor

SUPERVISOR: Choctaw Vocational & Employment Services Director

TYPE OF EMPLOYMENT: Regular Full-time (Non-exempt)

SALARY: Grade 8

LOCATION: Manpower Building (Pearl River Community)

OPENING DATE: **DECEMBER 13, 2018** **DEC 13 2018**

CLOSING DATE: **DECEMBER 27, 2018**

SCOPE OF SERVICE:

The Program Counselor & Instructor responsibilities will include, but not limited to, assist with client requirements, working directly with unemployed tribal members, serving as a case manager, referring individuals to adult service providing agencies as needed, or making direct job placement, and follow-up in reservation communities. The Program Counselor & Instructor will work under two funding sources which are Choctaw Employment Assistance Program (BIA) and the Choctaw Vocational and Employment Services Program.

DUTIES AND RESPONSIBILITIES:

1. Create public awareness about the Choctaw Employment Assistance Program and the Choctaw Vocational and Employment Services Program's services.
2. Conduct intake and application process of participants, ensuring that participants are properly enrolled in career and technical training or on-the-job training.

3. Create a referral network for need services for the Choctaw Employment Assistance Program and the Choctaw Vocational and Employment Services Program.
4. Responsible for making regular contact with each participant to ensure their success. This will include home visits necessary, telephone contact, and visits to work-site or college campus.
5. Report absences and participants concerns and problems to the Program Director so that appropriate action can be taken.
6. Keep written records of contacts made with each participant for the purpose of updating participant files, so that a comprehensive record system of participants is maintained.
7. Establish and maintain a data-base of jobs available within the tribal programs, tribal entities and in the local area in order to assist participants, who complete their training find permanent employment.
8. Make follow-up contacts with participants who have completed their training for a minimum period of six-months in order to track participant's progress and concerns as they seek and begin employment.
9. Make a professional judgement at the termination of the intake interview determining which services are needed to assist the participant to meet his or her goals, which are commensurate with that individual's strengths, and are feasible for their life situation.
10. Hold all participants' information strictly confidential.
11. Conduct oneself in a professional manner at all times, including serving as a role model for the program participants.
12. If appropriate, and service referrals are not necessary, make direct job placements.
13. Provide participants with distribution of student support on a weekly and bi-weekly basis.
14. Teach classes that will help participants obtain jobs. Specifically, to teach participants basic computer skills and other life skill training like how to do resumes, paper applications, on-line applications, job search, interviews, dress for success and how to keep a job.
15. Conduct orientation for incoming trainees as to the requirements of the 90 Day Program.
16. Attend workshops and training sessions as required by the program and the Director of Vocational & Employment Services.
17. Other duties as assigned by the Program Director.

QUALIFICATIONS:

1. Bachelor's degree or higher in human service field (Social Work, Psychology, Counseling, Vocational Rehabilitation).
2. Effective written and oral communication skills.
3. Preference for prior work experience in the human services professions.
4. Strong evidence of personal professionalism and ability to serve as a role model.
5. Preference for ability to speak Choctaw and English languages.
6. Personal automobile liability insurance.
7. Valid driver's license.
8. Good interpersonal skills and ability to work in a team-approach.
9. Adequate personal transportation.
10. Ability to pass comprehensive background investigation per Tribal Policy.
11. Willingness to participate in drug testing per Tribal Policy.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350