



CHOCTAW TRIBAL SCHOOLS
MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
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JOB ANNOUNCEMENT #140260

JOB TITLE: Dormitory Assistant, 5 Positions
OPENING DATE: JUNE 20, 2018 **JUN 20 2018**
CLOSING DATE: JULY 05, 2018 OR UNTIL FILLED
SALARY RANGE: Grade 4, Tribal Pay Scale
TYPE OF EMPLOYMENT: Regular Full Time, 225 Days
SUPERVISOR: Home Living Specialist
JOB LOCATION: Choctaw Central Dormitory

SCOPE OF SERVICE:

The Dormitory Assistant provides supervision of small or large groups, provide leadership in career exploration, social development and constructive in leisure time activities and contributes to the effectiveness of the home living environment and the students' academic, social and emotional growth through positive habit formation. The position will consist of a variety of assignment involving the safety and welfare of the dormitory students, shift hours will vary depending on shift rotation and positions. All area of the dormitory must be covered to insure the safety of our students when they are present in the dormitory.

DUTIES AND RESPONSIBILITIES:

1. Provides directions and positive role model to individual and small groups of students in academic reinforcement and social development.
2. Provide direction and encouragement to individual and small groups in positive habit formations and effective utilization of leisure time through wholesome activities.
3. Ability to control students' behavior while supervising activities to group.
4. Chaperoning students on field trips during the day, evening or occasional weekend hours.
5. Maintain order in work area, cleaning spaces after sessions.
6. Able to work evening hours, nights and some weekends.

7. Operate a tribally-owned or leased vehicle in performance of duties.
8. Able to work with young people.
9. Makes evening/night bed checks, checks dormitory at regular and/or irregular intervals to insure safety and welfare of students, checks that ventilation is adjusted, electrical equipment and water faucets are turned off, etc. Admits late arrivals, reports missing students and guards against unauthorized entry. Acts as group leader during fire and assures safety of students during any emergencies.
10. Observes emotional reaction, physical condition and general behavior of students and reports unusual conditions to supervisor. Discusses problems with students and offers parental advice on less complex problems. Gives individual attention to students to develop a sense of security and belonging.
11. Reports student's illness and provides home nursing care in keeping with specific instructions of medical doctor or nurse.
12. Provide emergency first aid in case of minor accidents or illness and arrange transportation to the hospital or medical facilities.
13. Examines daily informal log of activity and/or discusses events of previous shift which affect students. Maintains required records and discusses and/or reports to supervisor on significant events.
14. If instructed, wakens students and supervises preparation for daily activities.
15. Perform other miscellaneous duties as assigned, such as mending or sewing, washing clothes, mopping floors, dusting, cleaning closets, listing and storing laundry items and repairing furniture.
16. When students are away, tour of duty may be changed to day shift. Incumbent may be expected to make minor repairs to building and equipment, assist in maintaining grounds, etc.
17. Perform other duties as assigned by Home Living Specialist.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Must be at least 21 years of age.
3. Completed 32 hours of college credit in Education.
4. Must speak fluently in Choctaw and English.
5. Knowledge of and familiarity with Choctaw communities and families.
6. Preference for prior work experience with Choctaw adolescents.
7. Knowledge of dormitory procedure and safety regulations.
8. Knowledge of first aid & CPR techniques and the ability to detect symptoms of illness needing further care.
9. Ability to understand and follow directions.
10. Knowledge and experience in organizing leisure activities.
11. Ability to detect emotional problems, homesickness and problems of adjustment.
12. Ability to provide practical counseling on less complex issues and knowledge of own limitations where referral to a higher level of guidance would be appropriate.
13. Knowledge of dorm housekeeping routine and chores; and ability to assist in their completion.
14. Applicant must be in good physical/mental health; also applicant must pass a physical examination upon employment.
15. Must participate in all pre-school and in-service training as required.
16. Must have a Commercial Driver's License (CDL) or be willing to obtain a Commercial Driver's License immediately after being hired for employment. Failure to obtain Commercial Driver's License within one year will result in dismissal from employment.
17. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate

termination.

18. Employee in this position is subject to random drug testing.
19. Must possess a valid Mississippi Driver's License, adequate transportation and personal automobile liability insurance.

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, Mississippi 39350