



DEPARTMENT OF FAMILY AND COMMUNITY SERVICES

MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6010

CHOCTAW, MS 39350

JOB ANNOUNCEMENT # 551070

Office of the Director
601.650.1778

Social Services Division

• Children and Family Services
601.650.1741

• Assistance Services
601.650.1666

Victims Services Division

• Family Violence and Victim's Services
601.650.1774

• Choctaw Children's Advocacy Center
601.663.7790

Food Distribution Program
601.650.1731

Elderly Nutrition Program
601.663.7580

Veterans Affairs Program
601.650.1737

Job Title: Intervention Specialist

Opening Date: **FEBRUARY 12, 2020** FEB 12 2020

Closing Date: **FEBRUARY 26, 2020 OR UNTIL FILLED**

Salary: Grade 14

Supervisor: Children and Family Services Division Manager

Job Location: Children and Family Services

Type of Employment: Full Time

SCOPE OF SERVICES AND EFFECTS:

The Intervention Specialist is an emotionally mature and intelligent Licensed Social Worker who acts as an advocate, helps clients improve their coping mechanisms and build their support systems in order to improve their individual and family lives. The Intervention Specialist is expected to display professionalism and proper ethics in assessing clients, making appropriate referrals on behalf of the clients, and providing crisis counseling to clients when needed. The Intervention Specialist will help clients to improve their client's daily functioning in life while understanding and respecting the individual or family culture. The Intervention Specialist functions under the Supervision of the Division Manager for Children and Family Services.

RESPONSIBILITIES AND DUTIES:

1. Conducts complete and extensive psychosocial assessments on each client. Makes appropriate referrals for services needed for each client; including keeping careful and detailed records on each client.
2. Provides leadership and takes responsibility for the care and treatment provided to each client by following up in a timely manner with

- referrals to other agencies and providing feedback to the Division Manager and other parties involved such as other caseworkers.
3. Participates as a constructive and enthusiastic team member in all aspects of service delivery to clients such as serving as an educator, counselor, role model, or mentor.
 4. Understands the importance of, and implements the precepts set forth in the Indian Child Welfare Act of 1978.
 5. Develops the curriculum and delivers parenting skill classes in order to potentially reunite the client with the family.
 6. Completes all required documentation in a timely and ethical manner for case records, referrals, follow-ups, etc.
 7. Follows departmental protocols and procedures.
 8. Delivers counseling in crisis situations when called upon displaying solid knowledge of counseling skills and techniques. This could be individual, group, or family counseling.
 9. Identifies and develops resources on the Choctaw Indian Reservation designed to enhance and improve the lives of our Tribal Members.
 10. Maintains a standard of professional conduct consistent with Professional Licensure Board, Division, Department, and Tribal Policies and Procedures.
 11. Continues to develop skills in the social work profession by attending professional meetings or conferences, and staffing of cases with appropriate personnel.
 12. Performs other duties as assigned by Supervisor.

WORK ENVIRONMENT

The primary work setting for this position is in the Children and Family Services office in Pearl River Community. However, this position does require travel to all Reservation communities and some areas off the Reservation as well.

QUALIFICATIONS:

The minimum qualifications for the position of Intervention Specialist are:

1. Master's Degree in Social Work or related field preferred.
2. Must be able to obtain and maintain a valid and current license to practice social work or counseling in the state of Mississippi.
3. Must be computer literate.
4. Must be able to obtain and maintain first aid and CPR certifications.

5. Must have dependable transportation, state issued driver's license, and automobile insurance as required by law.
6. Must have clear driving record in order to operate Tribal-owned vehicles.
7. Must be submitted to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Protection Act of 1990.

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