



## CHOCTAW DETENTION CENTER

PHONE: (601) 663-7903

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MISSISSIPPI BAND OF CHOCTAW INDIANS

125 RIVER RIDGE CIRCLE

P. O. BOX 6010

CHOCTAW, MS 39350

**Job Announcement #: 492086**

**JOB TITLE: Youth Worker (4 Positions)**

**SALARY:** Pay Grade 8/ \$24,000.00 - Minimum

**OPENING DATE: FEBRUARY 12, 2020**

**FEB 12 2020**

**CLOSING DATE: FEBRUARY 26, 2020 OR UNTIL FILLED**

**SUPERVISOR:** Juvenile Administrator

**JOB LOCATION:** Justice Complex – Choctaw Youth Justice Center

**TYPE OF EMPLOYMENT:** Regular Full-time

### **SCOPE OF SERVICE AND EFFECT:**

The Youth Worker performs basic detention work at the Juvenile Detention Center. The Youth Worker ensures the public safety by providing for the care, custody, and control of juveniles. Establishing and maintaining good rapport with the public, juveniles, and staff is essential.

The Youth Worker must perform all responsibilities in accordance with Mississippi Band of Choctaw Indians Tribal Administrative Personnel Policies, applicable Federal and Tribal law, and other established Tribal practices.

### **RESPONSIBILITIES:**

Responsibilities of this position include:

1. Supervising juveniles.
2. Maintaining the security of the Juvenile Detention Center in compliance with policies and procedures.
3. Providing for the safety and care of juveniles as directed by policy and procedures. Carrying out organizational policies, procedures, and directives.
4. Receives and handles juvenile request and grievances.

“CHOCTAW SELF-DETERMINATION”

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5. Completes security oriented activities including, but not limited to, cell searches and shakedowns and responds to all emergency conditions.
6. Conducts housekeeping and safety and sanitation inspections.
7. Providing juvenile orientation.
8. Documents Juvenile Detention Center activities
9. Participates and/or leads juvenile groups.
10. Contributes to the development of juvenile treatment plans
11. Assesses juvenile behavior consistent with each juvenile's treatment plan.
12. Serves as a positive role model.
13. Performs and duty of subordinate staff.
14. Carries out other duties as assigned.

**WORK ENVIRONMENT:**

The applicant is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with delinquents in detention suspected or adjudicated of offenses against the criminal laws of the United States or the Tribe.

**PHYSICAL DEMANDS:**

1. May be required to perform some lifting and bending.
2. Must conduct sanitation and safety inspection which may involve bending, lifting heavy objects, and restraining juveniles
3. May be required to sit, stand, or walk for long periods of time.
4. May be required to engage in physically strenuous activities, manual labor tasks, and/ or working with tools when assisting juvenile workers
5. Position requires good physical condition with ability to lift and move objects weighing 40 lbs. And occasionally objects weighing over 50 lbs., continuous standing, walking, and stopping.
6. Must have motor coordination with finger dexterity for part of the normal workday.

7. Must have acceptable eyesight and not be color blind.
8. Must be able to perform computer duties, operate control panels, and perform other duties as required.
9. Must be able to think and act quickly in medical, fire or other emergency situations.
10. Must be able to hear and communicate effectively.

### **QUALIFICATIONS:**

The minimum qualifications for the position of Youth Worker are as follows:

1. High School Diploma or GED, college work preferred.
2. Certification from the Indian Police Academy's Juvenile Correctional Officer Training Program or agreement to complete the course within one year of employment.
3. Twenty-one years of age and ability to comply with the physical fitness requirements of the program.
4. Highly stable character with proven ability to maintain strict standards of behavior and confidentiality.
5. Good physical/mental health and ability to pass a physical examination at time of employment.
6. May be required to take and pass a placement test prior to employment.
7. Ability to pass a criminal background check.
8. In accordance with 25 U.S.C.A § 3207 Character investigations, 3b Criminal records, "the minimum standards of character that are to be prescribed under this section shall ensure that none of the individuals appointed to positions described in subsection (a) of this section have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense, or any two or more misdemeanor offenses, under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children."
9. Ability to pass a personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal, and above reproach. The background

- investigation includes all activities required by federal and tribal policy to ensure the applicant is appropriate to work in a position of trust.
10. Have good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
  11. Willingness to submit to urinalysis if required.
  12. Agreement to maintain a drug-free and tobacco-free workplace.
  13. Demonstrated ability to follow written and verbal instructions.
  14. Demonstrated ability to follow instructions, coordinate work assignments, complete work assignments in a timely manner and on schedule, and function under administrative pressure.
  15. Good interpersonal and communication skills, both verbal and written, and demonstrated computer skills.
  16. Ability to develop reports and policy and procedures.
  17. Demonstrated ability to meet and deal with a wide range of people in stressful situations.
  18. Fluency in English and ability to complete a basic Choctaw language course.
  19. Ability to write reports in a clear and logical manner using the English language.

Applicants must be able to perform basic math functions.

20. Demonstrated ability to perform required duties efficiently.
21. Demonstrated ability to manage multiple tasks.
22. Demonstrated ability to prepare and present accurate budgets and maintain effective operations within allotted monetary amounts.
23. Demonstrated ability to perform a wide variety of time sensitive duties and responsibilities with accuracy and speed.
24. Demonstrated ability to establish and maintain effective working relationships with other agencies that operate detention services, other departmental staff, Tribal Officials, other tribal entities, and the public.
25. Demonstrated ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied, economic, educational, and cultural backgrounds.

26. Possession of reliable transportation and maintenance of valid driver's license and liability insurance.
27. Willingness to maintain own telephone.
28. Willingness to work irregular hours.

**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