



ELDERLY NUTRITION PROGRAM

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6010

CHOCTAW, MS 39350

JOB ANNOUNCEMENT #310078

POSITION TITLE: Tribal Elder Relations Outreach Worker

SUPERVISOR: Elder Program Coordinator

LOCATION: Pearl River- Elderly Activity Center

STATUS: Regular, Full- Time, Non-Exempt

SALARY: Negotiable

Opening Date: **FEBRUARY 19, 2020** **FEB 19 2020**

Closing Date: **MARCH 04, 2020 OR UNTIL FILLED**

SCOPE OF SERVICES AND EFFECT:

The tribal Elder Relations Outreach Coordinator is responsible for perform duties and responsibilities within the Tribal Elder Relations and Outreach Program, including routine and outgoing in-person, confidential communications with participants by conducting regularly-scheduled home visits and follow-ups. The position is regular, full-time, within the department of the Family and Community Services. The Outreach Worker works closely with the Outreach Coordinator, Program Manager serves all enrolled Tribal Members who are aged 57 years and older within 12 months, to ensure that they are aware, eligible, and registered to fully participate in and benefit from all available services and resources. Information gathering and sharing is a key activity, and ensures provision of elders' services, such as housing, housing improvement and repair, health care, Medicare, Medicaid, disability access, Social Security, SSI, disability benefits, home health, general assistance, transportation, food and nutrition, and other resources. The outreach worker will make efforts to serve as an active spokesperson and strong advocate for all elderly members of the Tribe in securing and providing services from all available service providers, Tribal and otherwise.

DUTIES AND RESPONSIBILITIES:

1. Perform duties and responsibilities to fulfill the scope of service requirements of the Mississippi Band of Choctaw Indians' Elder Relations and Outreach Program
2. Serve in a permanent, full-time, employee capacity under the immediate supervision of the coordinator.
3. Safeguard confidentiality of all participants' personal information
4. Conduct routine and ongoing home visits with Tribal elders

7. Communicate with the elders to identify their unmet needs of all descriptions
8. Assist Tribal members in completing all necessary applications and paperwork in a timely and correct manner
9. Follow-Up on all members applications that have been submitted to various service providers (such as referrals)
10. Assist Coordinator in maintaining a complete and accessible computerized database of information gathered from all enrolled Tribal members who have reached the age of 57 within twelve months
11. Assist the Coordinator in maintaining complete and strictly confidential records on identified needs , eligibility status, application status , participations, reimbursements, and records of assistance provided,
12. Communicate regularly with participants and prospective participants to make sure of their awareness of all available resources
13. Maintain an updated daily log of program activity
14. Monitor progress and produce all official reports on Individual elders
15. Other duties as assigned

WORK ENVIRONMENT:

The Tribal Elder Outreach Coordinator and other program staff will maintain offices located at the Pearl River Tribal Elderly Activity Center. Worker will be performed on the Choctaw Indian Reservation in all Choctaw communities where Tribal elders reside.

PHYSICAL DEMANDS:

Individual must be able to work in situations what may be disconnecting or stressful.

QUALIFICATIONS:

1. Minimum of a High School degree from an accredited High School or some college classes at a university in the discipline of Social Work, Gerontology, Business Administration, Counseling, or another appropriate major
2. Minimum of three years prior work experience with the Mississippi Band of Choctaw Indians
3. Strong and effective verbal and written communications skills
4. Ability to communicate well with others, regardless of their level of formal education
5. Strong preference for bilingualism in Choctaw and English languages
6. Preferences for knowledge and experience in MBCI elderly activity programs
7. Indian preference policy will be strictly exercised
8. Reliable transportation, valid MS Driver License, liability insurance coverage
9. Must maintain a code of Behavior as outlined in the Tribal Employee Code of Behavior.
10. Must satisfy requirements of a background check

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