



**VOCATIONAL REHABILITATION
SERVICES PROGRAM**

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MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010 / 101 INDUSTRIAL ROAD
CHOCTAW, MISSISSIPPI 39350

JOB ANNOUNCEMENT #551241

POSITION TITLE: Horticulture Personal and Vocational Adjustment Trainer
SALARY RANGE: **NEGOTIABLE**
OPENING DATE: **JANUARY 27, 2020** **JAN 27 2020**
CLOSING DATE: **FEBRUARY 24, 2020 OR UNTIL FILLED**
EMPLOYMENT TYPE: Regular/Full Time – Exempt Position
PROGRAM: Choctaw Vocational Rehabilitation Services Program
SUPERVISOR: Director, Choctaw Vocational Rehabilitation Services Program
LOCATION: Horticulture and Other PVAT Facilities/Manpower Training Center

SCOPE OF SERVICE:

The Horticulture Personal and Vocational Adjustment Trainer will meet the current production goals of this rehabilitation training and adjustment center, will increase production avenues through approved projects and customers; will develop an operational manual; as well as will instruct and counsel, program participants in their efforts to attain individually developed goals and objectives in their preparation for entrance into the competitive world of work.

RESPONSIBILITIES:

Responsible for developing a written yearly operational manual following the vision for the component which translates into weekly schedules and daily activities for colleagues and job seekers.

Responsible for holding weekly staff training events for technical aspects of the yearly manual for colleagues and job seekers.

Responsible for maintaining current and establishing new horticulture and agriculture projects which will provide good training opportunities, be cost effective, and have marketability to local businesses and customers.

Responsible for organizing staff and job seeker activities to bring about an efficient program operation which meets goals.

Responsible for carrying out both general work habits training and specific job skills training to individual job seekers with disabilities in an individual and group format. Responsible for documenting such events as required.

Responsible for insuring safe work practices, meeting all applicable safety-related laws, regulations, specifications; provide ongoing safety training on a variety of prescribed topics as required; and ensure appropriate record-keeping of such practices.

Responsible for insuring appropriate housekeeping and grounds maintenance practices of the buildings and grounds.

Responsible for appropriate inventory management to include making appropriate selection of substrates, pots, fertilizers, herbicides, fungicides, insecticides, growth regulators; keeping an adequate supply; and using cost saving methods.

Responsible for reporting on job seeker's individual progress in coordination with coordinating staff during staff meetings.

Responsible for the maintenance of all horticulture and agriculture projects, grounds, facilities and equipment utilized by the component.

Responsible for monitoring plants and crops concerning the need to implement disease and insect control measures. Responsible for fertilization, and irrigation of all products.

Responsible for the marketing of products and following prescribed method of recordkeeping for this venture.

Responsible for submitting reports, attend and actively participate in meetings as requested by supervisor, in a timely manner.

Responsible for maintaining accurate attendance records for job seekers.

Responsible for communicating with all program staff to assist in meeting Individualized Plan for Employment goals of each job seeker.

Responsible for keeping a central file for component materials.

Responsible for attending Vocational Rehabilitation Services training offered.

Responsible for Choctaw Indian Fair assigned duties.

Responsible for the carrying out of other duties as assigned by supervisor.

QUALIFICATIONS:

Minimum of Bachelor's degree in greenhouse management, horticulture, or a closely related field, with a preference for a Master's degree.

Demonstrated skills in the areas of greenhouse management to include maintenance of all systems to include structure, temperature controls, and irrigation systems; horticulture plant material selection based on customer need and desire with technical assistance provision on environmental factors; vegetable and horticulture plant production from seed, plug, or propagation; fertilization techniques to include use of EC and pH monitors; use of growth regulators; greenhouse temperature maintenance based on plant requirements; and insect and disease control prevention to include knowledge of specific fungicides, and insecticides. Knowledge of using culture sheets to influence growing practices.

Knowledge of blueberry production and food handling safety procedures.

Valid private applicator license for restricted chemicals or ability to secure license within 3 months of employment.

Ability to use a full-face respirator, ability to pass a medical evaluation clearance and fit test within 3 months of employment and thereafter, annually.

Knowledge of EPA record-keeping requirements for use of restricted chemicals; knowledge of OSHA requirements for safe use of chemicals in the horticulture field; and ability and willingness to carry out all practices, to include all use of PPE as instructed by labeling.

Demonstrated excellent work habits and personal lifestyle worthy of emulation by program job seekers.

Excellent organization skills with ability to plan component operations at least 2 years in advance, to include budget input, inventory management, and marketing of products.

Effective verbal communication to include ability to market horticulture products and develop working relationship with all customers

Excellent writing skills to include the use of Microsoft Word, Excel, PowerPoint; internet and email

Valid Mississippi Driver's License, adequate transportation, and personal automobile liability insurance with a preference for Commercial Drivers License, Class C, Endorsement P.

Preference given for prior work experience in the rehabilitation field.

Positive personal philosophy regarding individuals with disabilities in the workforce.

Preference for bilingual-speaking skills in English and Choctaw.

Preference for individuals who personally experience a disability.

Must be subject to pre-employment and random drug testing and a background check that does not include any offenses of concern in working with a vulnerable adult and minor population.

Indian Preference will be exercised according to Tribal Council Resolution CHO 156-99

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