



**FAMILY VIOLENCE AND  
VICTIM'S SERVICES PROGRAM**

PHONE (601) 650-1774  
FAX (601) 650-1661

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P. O. BOX 6010  
CHOCTAW, MS 39350

**JOB ANNOUNCEMENT #384061**

**POSITION TITLE:** Residential Aide

**SUPERVISOR:** Shelter Director, Family Violence and Victim's Services

**JOB LOCATION:** Shelter Facility or other Location deemed by Supervisor

**SALARY:** \$10.00 HR.

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

**OPENING DATE:** NOVEMBER 30, 2020 **NOV 30 2020**

**CLOSING DATE:** DECEMBER 14, 2020 OR UNTIL FILLED

**Scope of Service and Effect:**

The Residential Aide will work as assistants to shelter staff for the day to day operations of the domestic violence shelter. The Residential Aide will work in all areas of shelter operations including cleaning, supply inventory and distribution, food preparation, daily activities, children's room, and assisting with admissions. This position maintains the crisis hotline, working in all aspects of assisting clients transitioning into shelter. Work is performed in a supportive role for women and children in shelter due to domestic violence, sexual assault, dating violence and/or stalking.

**Duties and Responsibilities:**

1. Participates as a team member in all aspects of service development and delivery for the client and in all areas of functioning for the shelter and the FVVS Program.
2. Abides by policies and procedures of the shelter.
3. Enforces shelter guidelines.
4. Adheres to security procedures of shelter for client and staff safety.
5. Screens telephone calls for shelter entry and makes referrals as needed.
6. Documents in the data management system as required for records management as required by the Program, Department, and each Funding agency.
7. Maintains confidentiality of all client information.

8. Assists with client admissions into shelter involving intake, information giving, and transitional needs of settling into shelter.
9. Assists with food preparation in the kitchen.
10. Assists with cleaning all areas of the shelter.
11. Provides transportation as needed as part of daily activities.
12. Assists with distribution of supplies and maintains inventory of supplies.
13. Participates in weekly and annual in-service and staff development sessions related to client and case needs, service delivery, and continued personal and professional growth.
14. Performs other duties as assigned.

**Work Environment:**

Work will be performed in the shelter located in the Pearl River Community on the Choctaw Reservation. Participation in an on-call system will be required as necessary for some evening and weekend work. The position requires working in stressful situations or at times in a hostile environment. Work schedules will vary and may be altered as needed.

**Physical Demand:**

Residential Aides must be willing to travel on and off the Reservation as necessary in the performance of duties. Some bending and lifting will be necessary. Must obtain a physical and TB Skin Test in working in 24-Hour facility.

**Qualifications:**

1. High School diploma or GED equivalent is required.
2. Two years work experience in a human service setting is preferred. Office skills, house management or crisis intervention experience is a plus.
3. Must have dependable transportation, state driver's license, and automobile insurance as required by Tribal policy.
4. Must possess or obtain first aid and CPR certification.
5. Must be familiar with the Mississippi Band of Choctaw Indians culture, life style, and health risks. Ability to speak Choctaw is preferred.
6. Maintains a standard of professional conduct consistent with Program, Department, and Tribal policies and procedures.
7. Must be submitted to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention 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