



DEPARTMENT OF FAMILY AND  
COMMUNITY SERVICES

PHONE (601) 650-1778  
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MISSISSIPPI BAND OF CHOCTAW INDIANS  
P. O. BOX 6010  
CHOCTAW, MS 39350

**POSITION DESCRIPTION #344075**

Position Title: Program Manager - Children & Family Services  
Supervisor: Deputy Director - Department of Family & Community Services  
Salary: Grade 14  
Opening Date: **NOVEMBER 19, 2020** NOV 19 2020  
Closing Date: **DECEMBER 03, 2020 OR UNTIL FILLED**

Scope of Service and Effect:

The person in this position will be responsible for the administrative and supervisory oversight of services provided by the Children and Family Services program. Activities include staff supervision, budget planning and oversight, program and policy planning and implementation, program accountability and quality of service, coordination with other service providers both on and off the Reservation, and insures compliance with state, federal, and Tribal laws and regulations.

Duties and Responsibilities:

1. Supervises, directs, and evaluates the performance of all assigned program, staff through a thorough review of individual activities, reports, and case records.
2. Provides program oversight to the children and family services program in order to ensure safety, permanency, and well-being of children being served.
3. Establishes controls to insure program accountability, fiscal responsibility, and compliance with state, federal, and Tribal laws and regulations.
4. Works with other service providers at the state, federal, and Tribal levels to insure a coordinated approach to service delivery.
5. Evaluates and makes recommendations on training needs specific to individual staff and program development.
6. Prepares for and conducts community awareness and public education activities regarding services available through the program and solicits input and involvement.
7. Maintains records, data and information for reporting and program compliance purposes.
8. Performs other related duties as assigned.

### Work Environment:

Work will be performed in locations both on and off the Reservation as necessary.

### Physical Demand:

There are no special physical demands for this position.

### Qualifications

1. Master's Degree preferred with a minimum of bachelor's Degree in Human Services or related field.
2. Licensed Social Worker in the State of Mississippi preferred.
3. Three years' experience in human services setting is required. Experience in programs serving children is preferred. Experience with grants management is preferred.
4. Possess a comprehensive understanding of the Indian Child Welfare Act of 1978.
5. Must have excellent computer skills and have word, excel spreadsheet knowledge and know how to access and retrieve information from the internet.
6. Excellent writing, communication and organizational skills required.
7. Must be able to maintain and have a working knowledge of multiple budgets.
8. Ability to speak Choctaw and English is preferred.
9. Must have dependable transportation, State driver's license, vehicle insurance as required.
10. Must submit to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence 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