



CHOCTAW DETENTION CENTER

PHONE: (601) 663-7903

FAX: (601) 663-7908

MISSISSIPPI BAND OF CHOCTAW INDIANS

125 RIVER RIDGE CIRCLE

P. O. BOX 6010

CHOCTAW, MS 39350

JOB ANNOUNCEMENT #098086

JOB TITLE: Counselor

OPENING DATE: **JULY 27, 2020**

CLOSING DATE: **AUGUST 10, 2020 OR UNTIL FILLED**

SALARY: Negotiable

SUPERVISOR: Detention Director

JOB LOCATION: Smith John Justice Complex – Detention Center

TYPE OF EMPLOYMENT: Full Time

SCOPE OF SERVICE AND EFFECTS:

The Counselor is responsible for providing high quality, patient care, displaying good skills in treatment planning, group counseling, individual counseling, family counseling, and release planning in the Choctaw Youth Justice Center. Counselor is expected to function well as a member of the multi-disciplinary team and participate in detention programs.

RESPONSIBILITIES AND DUTIES:

Responsibilities and duties of this position include:

1. Conducts group counseling sessions, displaying good knowledge of group counseling principles and good counseling techniques.
2. Conducts education group sessions, displaying good knowledge of subject matter and effective communications skills in presenting material.
3. Conducts family counseling sessions, displaying good theoretical knowledge of family counseling principles and good treatment techniques.
4. Conducts individual counseling sessions, displaying good treatment techniques.

5. Conducts counseling sessions with inmates/youth and their families when appropriate.
6. Counsels with inmates/youth concerning their behavior.
7. Engages in timely, efficient release planning. Works in close conjunction with the inmates/youth, family and treatment professionals. Shows good knowledge of referral placement process and available community resources.
8. Completes assigned evaluations and treatment plans in a timely and highly quality fashion.
9. Completes progress notes and release plans in a timely and high quality fashion for each inmate/youth.
10. Completes administrative documents required by the Juvenile Detention Center and the Tribe.
11. Develops forms that are unique to the Choctaw Detention Center counseling area in a format consistent with those of the Choctaw Detention Center.
12. Participating in training consistent with standards and policy and procedures.
13. Attends training sessions as directed pertaining to the advancement of job skills and performance as well as keeping up with the trends of this field.
14. Participates in the in-service orientation and training of all personnel in applicable areas.
15. Provides training to the Choctaw Detention Center staff as directed.
16. Participates in accreditation process of any of the Choctaw Detention Center components and will remedy issues identified as not being compliant.
17. Adheres to Adult Detention Center and Juvenile Detention Center policy and procedures.
18. Contributes to the overall security of the Choctaw Detention Center.
19. Maximizes the delivery of counseling services within the Choctaw Detention Center. Counselor will assist in seeking funds for the Choctaw Detention Center counseling program.
20. Identifies and develops resources on the Choctaw Reservation designed to enhance inmates/youth potential as a viable member of the tribal community.

21. Develops and enhances a close working relationship with Choctaw Social Services, Choctaw Behavioral Health and the Choctaw Division of Schools to provide a coordinated effort of delivering services.
22. Develops and maintains necessary case management for the efficient provision of counseling and other social services required.
23. Makes referrals to other programs and service providers when appropriate.
24. Maintains and keeps current a case record on each inmate/youth serviced.
25. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
26. Performs other duties as assigned.

WORK ENVIRONMENT:

The applicant is regularly subject to physical hazards and dangerous conditions of a detention center. Due to the potential for uncontrollable situations there is a level of risk for hazard and stressful working conditions. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the United States or the Tribe.

PHYSICAL DEMANDS:

1. Must be able to work some night and weekends.
2. Must be able to interact in a professional manner in stressful situations.
3. Must be in good physical condition.
4. May be required to sit, stand, or walk for long periods of time.
5. Must have acceptable eyesight and not be color blind.
6. Must have full use of both arms, hands, and fingers to perform computer duties.

QUALIFICATIONS:

The minimum qualifications for the position of Counselor are:

1. Must have a current license to practice as a counselor in Mississippi.
2. Bachelor's Degree, Master's Degree preferred, in counseling, social work, behavioral science, psychology, criminal justice or related field.
3. At least two years of work, experience providing counseling services.
4. Must demonstrate an interest in current correctional counseling standards as well as keeping up with developments in the counseling field.
5. Must have a demonstrated understanding of the security issues surrounding inmate/youth counseling in a detention setting.
6. Good interpersonal and communication skills, both verbal and written, and must have computer skills.
7. Must be able to compose and type reports.
8. Must be accessible to the Choctaw Detention Center staff at all times.
9. Demonstrated ability and command of the English language; preference for bilingualism in the Choctaw and English language.
10. Must have experience in individual and group counseling techniques.
11. Strong analytical skills, ability to initiate work and follow through to completion on time and accurately.
12. Applicant must be able to meet and deal with a range of people in stressful situations.
13. Ability to problem-solve and make good independent decisions.
14. Must possess reliable transportation, valid driver's license, and liability insurance.
15. Applicant must have and maintain their own telephone.
16. One field placement or one year's experience working with chemically dependent patients.
17. Good overall counseling skills, ability to work productively and effectively, ability to function well as a member of a multi-disciplinary team, and ability to represent program well in interaction with others inside and outside the Juvenile Detention Center.
18. Highly stable character with proven ability to maintain strict standards of behavior and confidentiality.

19. Must present an appropriate professional appearance.
20. Must be licensed or certified by the state MAADAC or NADAAC.
21. Must be able to obtain and maintain first aid and CPR certifications.
22. Applicant must be in good physical and mental health and must pass a physical examination at time of employment.
23. Applicant may be required to take and pass a placement test prior to employment.
24. Applicant must pass a personal background investigation to determine that they are of good moral character, that they are honest, reliable, loyal, and above reproach. The background investigation includes all activities required by federal and tribal policy to make sure the applicant is appropriate to work in a position of trust with juveniles.
25. Applicants selected for this Tribal position will be required to submit to a background inspection and urinalysis to screen for illegal drug use prior to appointment.
26. Applicants must acknowledge and agree to maintain a Drug-Free and tobacco-free workplace.
27. Ability to pass a criminal background check.
28. In accordance with BIA policy,

The sponsoring agency must certify the applicant has received a satisfactory background clearance and is suitable for a law enforcement position according to 25 CFR Indian Child Protection and Family Violence Prevention of 1990, 25 U.S.C. Sec. 3207, Crime Control Act of 1990, 42 U.S.C. 13041, Gun Control Act, as amended, 18 U.S.C. 922 (g) and Security requirements for a law enforcement position. All background investigations must be adjudicated and suitability determinations based on 5 CFR 731.105 (competitive service) and 441 DM 5.5 (excepted service).

Applicant must not have pleaded guilty or have been convicted of a felony offense, in any Tribal, State or Federal court. Deferred sentence or expungements of conviction are disqualifying factors.

Applicant must not have pleaded guilty or been convicted of a misdemeanor offense, including but not limited to: Domestic Violence, Assault, and Driving Under the Influence (DUI) offense within the last three years, or the offense of moral turpitude, including but not limited to (Depravity, Dishonesty, Perjury) in any Tribal, State or Federal court.

29. Preferential treatment will be extended to qualified Indian applicants.

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