



DEPARTMENT OF FAMILY AND COMMUNITY SERVICES
MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT # 503070

- Office of the Director
601.650.1778
- Social Services Division
 - Children and Family Services
601.650.1741
 - Assistance Services
601.650.1666
- Victims Services Division
 - Family Violence and Victim's Services
601.650.1774
 - Choctaw Children's Advocacy Center
601.663.7790
- Food Distribution Program
601.650.1731
- Elderly Nutrition Program
601.663.7580
- Veterans Affairs Program
601.650.1737

POSITION TITLE: Social Service Worker
(2 – Positions)

SALARY: Grade 8 Tribal Pay Scale

TYPE OF EMPLOYMENT: Regular, Full-time

OPENING DATE: JULY 27, 2020

CLOSING DATE: AUGUST 10, 2020 OR UNTIL FILLED

SUPERVISOR: Division Manager

LOCATION: Assistance Services Program

SCOPE OF SERVICE AND EFFECT:

This is professional Social Service Work and financial counseling services designed to increase self-sufficiency for eligible tribal clients of the program. The incumbent is responsible for carrying out the mandates set forth in regulations governing tribally-contracted BIA General Assistance, Burial Assistance, Disaster Assistance to provide the casework and counseling services necessary to meet the needs of Choctaw individuals and families. Social work services are provided in the assessment of client needs, eligibility determination, budget, financial planning, employment counseling and employability, with client resources.

Duties and Responsibilities:

1. Determines eligibility for General Assistance, Burial Assistance, Disaster/Emergency and in accordance with BIA regulations and Tribal directives.
2. Works with applicants in developing an Individual Self-Sufficiency Plan designed to increase independence by meeting the goals of employment.
3. Reviews and assesses the need for eligibility in accordance with BIA regulations and Tribal directives and conducts a redetermination of eligibility at the appropriate time intervals. This includes an assessment of the continuing need for services provided by a home aide/home maker.

4. Plans and counsels with individuals and families during office and periodic home visits to determine needs and to assist those involved in securing services appropriate to meet those needs.
5. Maintains accurate and complete individual case files on clients, documents home and office visits, enters data appropriately in the computer and files necessary reports both internally and externally.
6. Assist clients in establishing eligibility for other tribal, state and federal programs through arranging for interviews, completing paperwork, and follow-up.
7. Works with the client in establishing an individual budget and financial plan based on a balance of priorities related to needs versus wants and designed to help the client make better use resources.
8. Counsels with clients on the use of credit as a means of obtaining goods and services and its further use as a consistent plan for paying off indebtedness on both short and long term basis.
9. Counsels with clients regarding their employment status and provides services that include, but are not limited to, the following.
 - a. Creates an employment history of the client and assess their potential for employment.
 - b. Assists the clients in filling out applications and related forms.
 - c. Assists the client in preparing a resume, when appropriate.
 - d. Finds transportation to interviews, when appropriate.
 - e. Assists the client in seeking for job skills training.
10. Counsels with client in identifying service needs and assists them in the following areas:
 - a. Pursuing court action for child support benefits.
 - b. Filing for unemployment benefits.
 - c. Filing for Workmen's Compensation Benefits.
 - d. Enrolling in vocational or academic training.
 - e. Referral for childcare services.
 - f. Referral for both physical and mental health needs.
11. Makes follow-up visits on referrals to home or other appropriate location and prepares periodic case summaries and reports as specified by the supervisor or by policy and makes appropriate referrals to other agencies.
12. Participates in the on-call system established by the supervisor and responds timely to all situations occurring during on-call duty hours.
13. Other duties as assigned by supervisor.

Work Environment:

The primary work environment for the Social Service Worker is in the Assistance Services building; however, frequent home visits and outreach for eligibility determination purpose in all tribal communities will be required.

Physical Demand:

There are no special physical demands for this position.

Qualifications:

1. High school diploma or equivalent is required.
2. Two years experience in human services setting with responsibilities for interviewing, recording and record keeping is preferred.
3. Completion of college level courses (minimum of 3 hours per semester) appropriate to career path and skills development needs other continuing education activities as required by the Program.
4. The ability to speak both Choctaw and English is preferred.
5. Must have dependable transportation, state driver's license, automobile insurance.
6. Must be submitted to background check pursuant to Public Law 101-630, Title IV, Indian child Protection and Family Violence Prevention Act of 1990.

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