



ADULT DETENTION CENTER and YOUTH JUSTICE CENTER

125 River Ridge Circle • P.O. Box 6010 • Choctaw, Mississippi 39350

Phone (601) 663-7903 • Fax (601) 663-7908/7696

JOB ANNOUNCEMENT #343086

JOB TITLE: Program Coordinator
SALARY: Detention Officer Compensation Plan
OPENING DATE: **DECEMBER 08, 2021** DEC 08 2021
CLOSING DATE: **DECEMBER 22, 2021 OR UNTIL FILLED**
SUPERVISOR: Detention Director
JOB LOCATION: Justice Complex – Choctaw Detention Center
TYPE OF EMPLOYMENT: Regular Full-time

SCOPE OF SERVICE AND EFFECT:

The Program Coordinator promotes the inmate/juvenile rehabilitative process through the development and implementation of programs and services to meet inmate/juvenile needs and prepare them to return to society while meeting standards. A full range of programs and services will be provided in the Choctaw Detention Center with aftercare support provided by community agencies.

The Program Coordinator must perform all responsibilities in accordance with Mississippi Band of Choctaw Indians Tribal Administrative Personnel Policies, applicable Federal and Tribal law, and other established Tribal practices.

RESPONSIBILITIES:

Responsibilities of this position include:

1. Identification of inmate/juvenile programmatic needs.
2. Development and management of all inmate/juvenile programs.
3. May serve as acting Juvenile Administrator in the absence of the Juvenile Administrator.
4. Carrying out organizational policies, procedures, and directives.
5. Assuming all responsibilities of subordinate staff as required

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DUTIES:

The Program Coordinator:

1. Monitors annual program budget, including expenditures and revenues.
2. Assists in the development and application of related policies and procedures.
3. Implements classification system.
4. Develops, obtains approval for, and implements juvenile programs and services including a full educational program, counseling, case management, and diversion programs.
5. Is responsible for accreditation as it relates to assigned responsibilities.
6. Participates in relevant meetings.
7. Participates in the selection of new employees.
8. Assesses program needs and develops objectives, goals, and standards accordingly.
9. Develops, implements, and monitors a system to identify inmate / juvenile needs and to respond to those needs in a positive manner.
10. Develops inmate / juvenile programs.
11. Develops, implements, and supervises hair care services.
12. Directs and supervises alternative sentencing program.
13. Oversees implementation of programs.
14. Monitors program performance and quality of services provided.
15. Documents monthly all services provided for juveniles in the Detention Center.
16. Approves and/or develops a program to approve service provider time sheets and related documentation, submits personnel forms in a timely manner, and performs any other function or documentation necessary for the effective administration of the Detention Center.
17. Provides leadership and support for all service providers.
18. Actively recruits, selects, and trains volunteers, agencies, and interns to provide services at no or little cost to the Tribe.
19. Coordinates volunteers schedules.

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20. Develops, implements and monitors an intern program.
21. Positively represents Detention Services in the communities and with service groups, agencies, education systems, etc.
22. Develops a working relationship with Mississippi Choctaw departments to deliver programs and services including religious activities, recreation, library, education, and social services in order to provide for successful inmate / juvenile reintegration to the community.
23. Develops and implements an aftercare support system.
24. Develops, implements, and monitors a full range of cultural activities to promote the Choctaw Culture.
25. Oversees all equipment necessary for program security: hand radios, keys, safety equipment, etc.
26. Is a positive role model at all times for the volunteers and service providers.
27. May provide direct services and counseling to inmates / juveniles.
28. Develops and manages daily schedule of programs.
29. Coordinates and oversees health service (medical, dental and mental health), food service, commissary, housekeeping, laundry, and maintenance programs and staff.
30. Meets with programs and support services staff on a regular basis.
31. Performs any duty of subordinate staff.
32. Carries out other duties as assigned.

WORK ENVIRONMENT:

The applicant is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional facility, the level of risk for hazardous and stressful working conditions is high. The duties of this position require frequent direct contact with delinquents in detention suspected or adjudicated of offenses against the criminal laws of the United States or the Tribe.

PHYSICAL DEMANDS:

1. May be required to perform some lifting and bending.
2. May be required to sit, stand, or walk for long periods of time.
3. The work is mostly sedentary although there is some walking throughout the Detention Center.

4. May be required to engage in physically strenuous activities, manual labor tasks, and/or working with tools when assisting inmate workers.
5. Must have acceptable eyesight and not be color blind.
6. Must be able to perform computer duties, operate control panels, and perform other duties as required.
7. Must be able to think and act quickly in medical, fire or other emergency situations.
8. Must be able to hear and communicate effectively.

QUALIFICATIONS:

The minimum qualifications for the position of Program Coordinator are as follows:

1. Bachelor's degree in Social Services and/or Business Administration, or related field from an accredited college or university and 2 years of administrative experience; or a combination of education, work experience and training which would be considered equivalent.
2. Certification from the Indian Police Academy's Indian Country Correctional Officer Training Program or agreement to complete the course within one year of employment.
3. Twenty-one years of age and ability to comply with the physical fitness requirements of the program.
4. Highly stable character with proven ability to maintain strict standards of behavior and confidentiality.
5. Good physical/mental health and ability to pass a physical examination at time of employment.
6. May be required to take and pass a placement test prior to employment.
7. Ability to pass a criminal background check.
8. In accordance with 25 U.S.C.A § 3207 Character investigations, 3b Criminal records, "the minimum standards of character that are to be prescribed under this section shall ensure that none of the individuals appointed to positions described in subsection (a) of this section have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense, or any two or more misdemeanor offenses, under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children."
9. Ability to pass a personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal, and above reproach. The background investigation includes all activities required by federal and tribal policy to ensure the applicant is appropriate to work in a position of trust.
10. Have good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).

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11. Willingness to submit to urinalysis if required.
12. Agreement to maintain a drug-free and tobacco-free workplace.
13. Demonstrated ability to follow written and verbal instructions.
14. Demonstrated ability to follow instructions, coordinate work assignments, complete work assignments in a timely manner and on schedule, and function under administrative pressure.
15. Good interpersonal and communication skills, both verbal and written, and demonstrated computer skills.
16. Ability to develop reports and policy and procedures.
17. Demonstrated ability to meet and deal with a wide range of people in stressful situations.
18. Fluency in English and ability to complete a basic Choctaw language course.
19. Ability to write reports in a clear and logical manner using the English language. Applicants must be able to perform basic math functions.
20. Ability to maintain discipline in a fair and tactful manner consistent with program rules.
21. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
22. Demonstrated ability to develop and maintain work schedules and daily program schedules and coordinate schedules between programs and services.
23. Demonstrated ability to perform required duties efficiently.
24. Demonstrated ability to manage multiple tasks.
25. Demonstrated ability to prepare and present accurate budgets and maintain effective operations within allotted monetary amounts.
26. Demonstrated ability to perform a wide variety of time sensitive duties and responsibilities with accuracy and speed.
27. Demonstrated ability to establish and maintain effective working relationships with other agencies that operate detention services, other departmental staff, Tribal Officials, other tribal entities, and the public.
28. Demonstrated ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied, economic, educational, and cultural backgrounds.
29. Desire to obtain good working knowledge and an understanding of economic, educational, and social issues of the Choctaw community.

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30. Knowledge and experience in successful grant writing and proposal preparation.
31. Demonstrated ability to effectively manage difficult personnel issues involving adverse actions.
32. Excellent leadership and supervisory skills and direct the operation of a direct supervision and intermittent direct supervision juvenile detention facility.
33. Knowledge of supervision and security in a correctional setting or other institution.
34. Possession of reliable transportation and maintenance of valid driver's license and liability insurance.
35. Willingness to maintain own telephone.
36. Willingness to work irregular hours.

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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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