



YOUTH OPPORTUNITY PROGRAM

PHONE (601) 650-7321

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

JOB ANNOUNCEMENT #488192

POSITION TITLE: YOUTH COUNSELOR

SALARY: GRADE 8

SUPERVISOR: Program Director

JOB LOCATION: Youth Opportunity Program

TYPE OF
EMPLOYMENT: FULL-TIME

OPENING DATE: **DECEMBER 15, 2021** **DEC 15 2021**

CLOSING DATE: **DECEMBER 29, 2021 OR UNTIL FILLED**

SCOPE OF SERVICE AND EFFECT:

The Youth Counselor will work cooperatively with the Youth Activity Coordinator and Program Director to motivate instructional and support personnel to strive for performance so to provide the best possible opportunities for student growth and development, both educationally and personally.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Youth Counselor are:

1. Assist in the development and implementation of approaches and techniques in increasing participants' self-esteem, goal setting, and self-improvement.
2. Plan and conduct effective meetings via social media platform with individual youth or small groups as assigned.
3. Be a positive role model as well as serving as a facilitator, teacher, observer, promoter, and consultant.
4. Will be speaking at events to discuss the program
5. Develop and administering the general school routine and coordinate all activities with the school buildings and college campuses.
6. Participating in the selection of teaching and classified personnel.
7. Conduct field experiences to various educational in high school and/or college campuses.
8. Maintain effective communication to keep the staff, students, and parent properly informed.

9. Recognize and identify the various emotional, physical, and psychological problems of the youth and report to Program Director.
10. Encourage retention of the Choctaw language, heritage, and culture.
11. Will serve in supervisory capacity for the Summer Youth Employment program as assigned.
12. Drive tribal vans when needed for field trips, student transportation, or other program activities.
13. Will have opportunity to do community services for the elderly and handicapped homeowners.
14. Prepare and implement weekly activities for Youth Opportunity Program participants.
15. Prepare weekly reports and collect data.
16. Provide guidance and counseling to participants as needed.
17. Maintain confidential records of all Youth Opportunity Program participants.
18. Distribute and collect bi-weekly participants' timesheets, ensuring they are accurately completed.
19. Monitor and assist participants to ensure compliance with program policy and procedures.
20. Provide assistance and guidance to worksites with regard to established rules, regulations, and procedures, especially in relation to child labor laws.
21. Monitor and evaluate job sites to ensure it is providing safe and secure work environments.
22. May be assigned other responsibilities on a temporary or ongoing basis as necessary.
23. Adhere to the Mississippi Band of Choctaw Indian's Administrative Personnel Policy and Youth Opportunity Program's Policy and Procedures.

WORK ENVIRONMENT:

The work environment for the Youth Monitor(s) will be inside setting as well as fieldwork, including visitation to all the Tribal/Non-Tribal programs, schools, and colleges.

QUALIFICATION:

1. Minimum of two year of college coursework in education, youth development.
2. Preference given for experience or training in individual or group counseling, guidance, and leadership activities.
3. Ability to observe, document needed services, and make appropriate referrals for service and maintain strict confidentiality.
4. Ability to speak on development and program modeling and implementing innovation programs. .
5. Minimum of a year grant-writing experience.
6. Positive role model with excellent written and oral communication skills.
7. Knowledge of Positive Youth Development, Youth Engagement, Alternative Educational approaches and Employment Programming.
8. Knowledge of Career and College preparation.
9. Proficient in using technology as a management and reporting tool.
10. Previous experience in working with Junior High/High School students.

11. Familiarity with Choctaw communities and rapport with community members.
12. Preference will be given to applicants fluent in Choctaw and English.
13. Acquire up-to-date health card.
14. Must possess valid Mississippi Driver's License, adequate transportation, and personal automobile liability insurance.
15. Employee is subject to random drug testing.
16. Complete criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.

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. A waiver is not required if no Native American has applied for a position.

If interested, send application to:

Mississippi Band of Choctaw Indians
Attention: Human Resources
P.O. Box 6033
Choctaw, MS 39350