



DEPARTMENT OF FAMILY AND  
COMMUNITY SERVICES

PHONE (601) 650-1778  
FAX (601) 650-1659

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

**JOB ANNOUNCEMENT # 061363**

**JOB TITLE:** CCAC Case Manager  
**OPENING DATE:** MARCH 05, 2021 **MAR 05 2021**  
**CLOSING DATE:** MARCH 19, 2021 OR UNTIL FILLED  
**SALARY:** Grade 8  
**SUPERVISOR:** Victims Services Division Manager  
**JOB LOCATION:** Choctaw Children's Advocacy Center  
**TYPE OF EMPLOYMENT:** Full Time

**SCOPE OF SERVICES AND EFFECTS:**

The Case Manager is an active participant in the facilitation and delivery of investigative and therapeutic services at the Choctaw Children's Advocacy Center. The Case Manager works closely with the Forensic Interviewer and Therapist to coordinate support of services, referrals and follow up services to individuals and families who have need of support services through the child abuse response system.

**RESPONSIBILITIES AND DUTIES:**

Responsibilities and duties of this position include:

1. Participates as a team member in all aspects of service development and delivery for the abused child and their family through the investigation, prosecution and therapeutic phases of the child abuse response for the Choctaw Community.
2. Ensures that smooth and clear communications exist between the child, their family and service providers in the child abuse response system.
3. Acts as a liaison between the Choctaw Children Advocacy Center and the program receiving referrals to ensure that clients access appropriate corollary services. This includes home visits, and periodic telephone contacts.

4. Assists in the process of identifying service providers appropriate to the assessment of individual client need and in locating resources when these are not readily available.
5. Provides transportation services to clients when appropriate.
6. Documents all contacts with families in established case record files, providing a case history and record of progress.
7. Performs other duties as assigned by the Supervisor.

**WORK ENVIRONMENT:**

The primary work setting for this position is located at the Choctaw Children's Advocacy Center in Pearl River. However, this position does require travel to all Reservation communities and some areas off the Reservation as well.

**PHYSICAL DEMANDS:**

1. Must be able to work in a professional manner in stressful or urgent situations.
2. Some travel may be required.

**QUALIFICATIONS:**

The minimum qualifications for the position of Therapist are:

1. High School Diploma or GED equivalent is preferred.
2. Three-five years' experience in working directly with families in a human services setting is preferred.
3. Ability to speak both Choctaw and English is preferred.
4. Must have dependable transportation, state driver's license, and automobile insurance as required by state law.
5. Must have clearance to operate tribal vehicles.
6. Must be computer literate.
7. Must be submitted to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention 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 persons(s) who are not members of MBCI only when no 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 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

**IF INTERESTED, SEND APPLICATION TO:**

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