



YOUTH OPPORTUNITY PROGRAM

PHONE (601) 650-7321

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

JOB ANNOUNCEMENT #199193

POSITION TITLE: Temporary Summer Youth Monitor (8 positions)

SALARY: \$8.50 an hour

SUPERVISOR: Program Director

JOB LOCATION: Youth Opportunity Program

TYPE OF
EMPLOYMENT: Temporary Full-Time

OPENING DATE: **MARCH 10, 2021** **MAR 10 2021**

CLOSING DATE: **MARCH 24, 2021 OR UNTIL FILLED**

SCOPE OF SERVICE:

The temporary Youth Monitor(s) will assist with YOP staff and Instructors in making sure YOP Youth participants are complying with YOP policy and procedures. In addition, the monitors will assist by monitoring the 5 weeks training course of the Smart Start Pathway and Work Keys ACT.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Youth Monitor(s) are:

1. Introduce and expose Youth Opportunity Program participants to all aspect of the tribal government operations, economic opportunities on the reservation, and higher education.
2. Coordinate seminars, workshops, etc. to inform participants about relevant social concerns including environmental issues, political reforms, and substances abuse.
3. Assist in the development and implementation of approaches and techniques in increasing participants' self-esteem, goal setting, and self- improvement.
4. Plan and conduct effective meetings via social media platform with individual youth or small groups as assigned.
5. Be a positive role model as well as serving as a facilitator, teacher, observer, promoter, and consultant.
6. Conduct field experiences to various educational as well as recreational activities.
7. Participate and assist in virtual employment training with Summer Instructors.
8. Recognize and identify the various emotional, physical, and psychological problems of the youth and report to Program Director.
9. Encourage retention of the Choctaw language, heritage, and culture.

10. Will serve in supervisory capacity for the Summer Youth Employment program as assigned.
11. Act as a liaison between Y.O.P. staff and onsite supervisor.
12. Prepare and implement weekly activities for Youth Opportunity Program participants.
13. Prepare weekly reports.
14. Provide guidance and counseling to participants as needed.
15. Maintain confidential records of all Youth Opportunity Program participants.
16. Distribute and collect bi-weekly participants' timesheets, ensuring they are accurately completed.
17. Monitor and assist participants to ensure compliance with program policy and procedures.
18. Provide assistance and guidance to worksites with regard to established rules, regulations, and procedures, especially in relation to child labor laws.
19. Monitor and evaluate job sites to ensure it is providing safe and secure work environments.
20. May be assigned other responsibilities on a temporary or ongoing basis as necessary.
21. 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 virtual setting as well as fieldwork, including visitation to all the Tribal/Non-Tribal programs and businesses in each communities. Limited travel and after hours work may be involved.

QUALIFICATION:

1. Two years college coursework in the area of human resource and/or education.
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. Positive role model with excellent written and oral communication skills.
5. Must be familiar with video conference software such as Zoom, Microsoft Team, and etc.
6. Previous experience in working with Junior High/High School students.
7. Familiarity with Choctaw communities and rapport with community members.
8. Preference will be given to applicants fluent in Choctaw and English.
9. Acquire up to date health card.
10. Must possess valid Mississippi Driver's License, adequate transportation, and personal automobile liability insurance.
11. Employee is subject to random drug testing.
12. 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