



DEPARTMENT OF FAMILY AND
COMMUNITY SERVICES

PHONE (601) 650-1778
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MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #344065

Position Title: Program Manager
Supervisor: Deputy Director, Family and Community Services
Salary: Grade 14
Location: Choctaw Children's Advocacy Center
Employment Type: Permanent, Full-time Exempt
Opening Date: **NOVEMBER 02, 2021** NOV 02 2021
Closing Date: **NOVEMBER 16, 2021 OR UNTIL FILLED**

Scope of Service and Effect:

The person in this position will be responsible for the administrative and supervisory oversight of services provided by the Choctaw Children's Advocacy Center. Activities include staff supervision, budget planning and oversight, program and policy planning and implementation, program accountability and quality of service, coordination with other service providers both on and off the Reservation, and ensures compliance with state, federal, and Tribal laws and regulations.

Duties and Responsibilities:

1. Supervises, directs, and evaluates the performance of all assigned program staff through a thorough review of individual activities, reports, and case records.
2. Provides oversight to the Choctaw Children's Advocacy Program to ensure those children who are victims of child physical and sexual abuse receive appropriate interventions, that they continue to be protected, and the best interests of children are served by the court system and other resources.
3. Coordinates the grant proposal development and review process, writes narrative portions as appropriate, and makes certain that all steps required by the funding authority are accomplished. Ensures that all documents are included in the submission and that required signatures have been obtained.

4. Establishes controls to insure program accountability, fiscal responsibility, and compliance with state, federal, and Tribal laws and regulations.
5. Works with other service providers at the state, federal, and Tribal levels to ensure a coordinated approach to service delivery.
6. Evaluates and makes recommendations on training needs specific to individual staff and program development.
7. Plans and coordinates training activities related to all aspects of child sexual and physical abuse for Center staff, Multi-Disciplinary Team members, staff in related systems and volunteers.
8. Works with children and families referred to the Center during services and makes appropriate referrals as necessary.
9. Prepares for and conducts community awareness and public education activities regarding services available through the program and solicits input and involvement.
10. Maintains records, data, and information for reporting and program compliance purposes.
11. Performs other related duties as assigned.

Work Environment:

Work will be performed in locations both on and off the Reservation as necessary.

Physical Demand:

There are no special physical demands for this position.

Qualifications:

1. Master's Degree in a human services related field is preferred. A Bachelor's degree is required.
2. Minimum of one year experience working with abused children and/or victims of sexual assault.
3. Three-five years' experience working with the public, preferably in administration and/or supervision, is preferred.
4. The ability to speak both Choctaw and English is preferred.
5. Must have strong organizational and communication skills.
6. Must have dependable transportation, a state driver's license, insurance as required by state law, and clearance to operate Tribal vehicles.
7. Must be submitted to background checks required by the Tribe.

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