



## HUMAN RESOURCES

TRIBAL OFFICE BUILDING  
PHONE (601) 656-5251 • FAX (601) 656-7333  
MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6033  
CHOCTAW, MS 39350

### **JOB ANNOUNCEMENT: #098010**

**POSITION TITLE:** Employee Relations Counselor

**GRADE:** 12

**OPENING DATE:** OCTOBER 13, 2021 **OCT 13 2021**

**CLOSING DATE:** OCTOBER 27, 2021 OR UNTIL FILLED

**SUPERVISOR:** Director, Human Resources

**LOCATION:** Office Human Resources, Tribal Office Building

#### **SCOPE OF SERVICE:**

The primary responsibility of the Employee Relations Counselor will be to ensure that all employees are treated fairly and equitably by overseeing disciplinary actions and other actions affecting an employee's job status. The Employee Relations Counselor administers administrative policies and procedures that pertain to employee relations. In addition, the incumbent will serve as a workplace counselor for employees who are having difficulty performing his/her job due to some type of problem, whether the problem is related to work or home life.

#### **DUTIES AND RESPONSIBILITIES:**

1. Administer Human Resources policies and procedures that pertain to employee relations issues such as interpersonal relationship problems, work conditions, substandard performance, and absenteeism
2. Review all Corrective Actions and do investigations as needed to assure that the employee has been treated fairly and as related to Administrative Personnel Policies
3. Review all Corrective Action issues and ensure all backup documentation has been submitted
4. Write Summaries for Corrective Actions. Compile investigation reports on monthly basis

## **JOB ANNOUNCEMENT**

Employee Relations Counselor

Page 2

5. Work closely with program supervisors to ensure their understanding of employee relations related policies and disciplinary practices and procedures
6. Employee Relations Counselor will serve the needs of all Tribal Employees
7. Coach and counsel employees on work related issues such as performance improvement and work relationships
8. Makes referrals to special need agencies as needed, such as behavioral health or other professionals
9. Works closely with program supervisors to be sure that they have a clear understanding of the individual's situation
10. Listens to employee problems and provides feedback to department/program director and administrative office supervisors to ensure corrective action is taken
11. Conduct training as needed in Corrective Action documentation and disciplinary procedures
12. Also provides feedback on employee morale to Director of Human Resources, indicating suggested corrective action to resolve any problem areas
13. Relies on experience and objective judgment to plan and accomplish goals.

### **QUALIFICATIONS:**

1. Must have bachelor's degree in related field plus at least 2-5 years of experience in the field or in a related area; or five years prior experience and a high school degree.
2. Must be able to research information to arrive at valid conclusions, recommendations, and plans of action.
3. Must be able to prepare comprehensive reports.
4. Must have the ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships with elected officials, appointed boards, department directors, and other governing agencies.

5. Must possess general knowledge of laws and regulations relating to Human Resources.
6. Must be able to communicate clearly and concisely, both orally and in writing.
7. Must be bi-lingual in Choctaw and English.

**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