Job Announcement # 061064

Position Title: Victim's Services Case Manager/ Legal Secretary

Salary: Grade 8

Supervisor: Executive Director, Family Violence and Victim’s Services

Type of Employment: Regular Full-Time

Job Location: Family Violence & Victim’s Services Building

OPENING DATE: FEBRUARY 04, 2022

CLOSING DATE: FEBRUARY 18, 2022 OR UNTIL FILLED

Scope of Service and Effect:

The individual will serve as the Victim’s Services Case Manager/Legal Secretary for the Family Violence and Victim’s Services Program to assist victims of sexual assault and domestic violence/abuse. This position will coordinate and implement direct services to victims on sexual assault and domestic violence to work primarily with women and children in an advocacy, counseling, and information and referral role. Other aspects of program operation include, but not limited to preparation and drafting of pleadings, litigation management, docket control, file management and performing general secretarial functions. The position is partially grant funded full-time position for one year, through the Mississippi Department of Public Safety, Planning Division.

Duties and Responsibilities:

1. Makes contact with victims of domestic violence, sexual assault, and stalking that have been identified in police reports to do an assessment of needs and to plan with them and their families on how these will be met. Intake interview with clients-summary reports of the same.

2. Begins immediate counseling with the victim and family, information them of the options available through FVVS and other agencies, both on and off the reservation.
3. Provides services as needed, including preparing and drafting of pleadings, transportation, assistance in finding employment, direct intervention and assistance in locating alternate emergency or permanent housing, assistance with filing criminal charges, management of all litigation cases and related documentation, maintain court/appointment calendar and docket control for Program Attorney, accompany clients to court or other appointments, working closely with the court and officers of the court on all client related matters and making referrals for additional services.

4. Provide information to the public about domestic violence, sexual assault, and stalking and conduct public awareness activities in the community to which assigned and other locations as required.

5. Maintain records and data of adults and children who may have been victims of domestic violence and sexual assault or may be at risk of the same. Prepares statistical and narrative reports based on this information as required by the program.

6. Prepare and Maintain time and attendance records.

7. Work with outside attorneys in a professional manner.

8. Assist in the development and maintenance of necessary reporting systems for grant programs.

9. Perform other duties and task as assigned by the Program Manager.

Work Environment:

Work will be performed in all communities on the Reservation and off Reservation when necessary. The position requires work in stressful situations or at times in a hostile environment. Participation in the on-call schedule is required for some evening and weekend work. Travel is required for mandated out of state trainings as stipulated in the TVA grant.

"Choctaw Self-Determination"
Physical Demand:
There are no special physical demands for this position. Some travel may be required to carry out program or grant activities.

Qualifications:
1. High School diploma or equivalent required with an Associate or Bachelor’s degree in the human services area preferred.
2. Minimum of three years’ experience in working with individuals and families in a human services setting is preferred.
3. Must be familiar with Choctaw culture life styles and health risks.
4. Must have good writing and verbal skills for records and documentation.
5. Must have dependable transportation, state driver’s license, clearance to operate Tribal vehicles, and vehicle insurance as required by state law.
7. Must have good computer skills and knowledge of various programs (i.e., Word and Excel)
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