



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #208260

JOB TITLE: HOME LIVING SPECIALIST
OPENING DATE: JUNE 30, 2022 JUN 30 2022
CLOSING DATE: JULY 07, 2022 OR UNTIL FILLED
SALARY: TRIBAL PAY SCALE
SUPERVISOR: PRINCIPAL, CHOCTAW CENTRAL HIGH SCHOOL
LOCATION: CHOCTAW CENTRAL DORMITORY

SCOPE OF SERVICES AND EFFECT:

THE HOME LIVING SPECIALIST WILL BE ACCOUNTABLE FOR THE DEVELOPMENT, IMPLEMENTATION, EVALUATION AND MODIFICATION AS NEEDED OF A TOTAL COMPREHENSIVE PROGRAM OF PERSONAL AND SOCIAL DEVELOPMENT FOR YOUNG ADOLESCENCE THAT WILL PROVIDE A COMPREHENSIVE EXPOSURE TO POSITIVE HABIT AND ATTITUDE FORMATION WHICH RESULT IN POSITIVE GROWTH TOWARD RESPONSIBLE ADULTHOOD.

RESPONSIBILITIES:

1. Organize, implement and evaluate an innovative and well-coordinated home living program which will provide students with positive and progressive academic, personal and social development within a pleasant and attractive home environment.
2. Develop and implement programs of academic tutorial reinforcement coordinated to student classroom assignments.
3. Develop and implement programs of social and career awareness coordinated to cultural and environmental goals of the Choctaw tribe.
4. Direct development and implementation of leisure time activities which contribute to student self-esteem and confidence.
5. Maintain high standards of staff expectation and motivation in student development and involvement.

6. Responsible for development and implementation of a student dormitory council activity involved in establishing and operating a dormitory student government committed to positive social growth and leadership development.
7. Assign staff to home living responsibilities including tutorial study, recreation/leisure activity, leadership and social/personal development training.
8. Assume responsibility for the care and maintenance of the home living facilities and equipment, ordering and efficient utilization of supplies and materials necessary to the quality conduct of services.
9. The incumbent is responsible for the organization, direction and coordination of home living services through a staff consisting of one dormitory manager, one counselor, three dormitory aides, and one secretary.
10. Under the direct supervision and guidance of the Choctaw Central Principal, assume responsibility for the development and implementation of an on-going staff development program for all dormitory staff.
11. Oversee implementation of the intensive residential program to include the development and maintenance of an accurate and up-to-date recordkeeping system.
12. Establish and maintain liaison with school administrators, teachers, and all tribal HIS/BIA programs as appropriate to establish and maintain referral network for supportive services for dormitory students.
13. Provide personal academic and career counseling on an individual and group basis when needed.
14. Oversee the implementation of a comprehensive counseling system as outlined in the contract application.
15. Implementation community and parent involvement activities and develop strong supportive ties with all communities served by the Choctaw Residential Program.
16. Develop the disseminate informational material describing available dormitory services and actively recruit dormitory participants with special attention given to school age youth who have dropped out of either the BIA or public schools.
17. Employ. Orient and supervise all dormitory staff.
18. Maintain strict fiscal accountability in accordance with tribal accounting procedures.
19. Document all dormitory activities and complete and distribute all reports as required by BIA or the Mississippi Band of Choctaw Indians.

Qualifications:

1. BS or above, with preference given for MS/MS in psychology, educational psychology or related field.
2. A minimum of three year's work experience with administrative responsibilities in a mental health, education or counseling position dealing directly with adolescents and young adults.

3. Demonstrated knowledge of theories, principals, practices, and techniques of psychological and social development contributing to positive growth of the individual student.
4. Demonstrated knowledge of an experience in applying in interpreting both personal and informal evaluative tools, standardized academic and achievement tests, career and general interest inventories, socialization and maturity scales, and other measurements of psychological/social development appropriate for adolescent and young adults.
5. Demonstrated knowledge and experience in program development and administration, budget management, and report and proposal preparation.
6. Demonstrated knowledge and experience in program evaluations procedures.
7. Knowledge and experience in maintaining accurate and informative recordkeeping system.
8. Demonstrated ability to communicate with parents and community members.
9. Demonstrated knowledge of the Mississippi Band of Choctaw Indians and with reservation services and programs.

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 waiver 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 Naïve 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