



CHOCTAW TRIBAL COURT SYSTEM
MISSISSIPPI BAND OF CHOCTAW INDIANS

CRIMINAL DIVISION
CIVIL DIVISION
PEACEMAKER DIVISION
YOUTH DIVISION

P. O. BOX 6012 / CHOCTAW, MS 39350
PHONE: (601) 650-1658 / FAX: (601) 650-1674

COURT SERVICES
125 RIVER RIDGE CIRCLE / CHOCTAW, MS 39350
PHONE: (601) 663-7822 / FAX: (601) 663-7821

JOB ANNOUNCEMENT #488192

POSITION TITLE: Youth Court Counselor
SALARY: Grade 10
OPENING DATE: MARCH 15, 2022 **MAR 15 2022**
CLOSING DATE: MARCH 29, 2022 OR UNTIL FILLED
SUPERVISOR: Director of Court Services
LOCATION: Choctaw Tribal Court
Smith John Justice Complex
TYPE OF EMPLOYMENT: Regular Full-Time/ Non-Exempt

SCOPE OF SERVICES:

The Youth Court Counselor will carry out the duties and responsibilities set for and designated in the Title XI of the Choctaw Tribal Code. Acting as an advocate for juvenile members of the tribe, the Youth Court Counselor performs those duties and responsibilities as an officer of the court, balancing the best interests of juvenile offenders with public safety. The Youth Court Counselor does not act as a prosecutor/presenting officer or law enforcement official. The overall objective of this position is to secure necessary services for juveniles and their families with the purpose of preventing those at risk from appearing unnecessarily before the court, then guiding offenders and their families toward responsible and productive adulthood.

DUTIES AND RESPONSIBILITIES:

The responsibilities and duties of the Youth Court Counselor are:

1. To identify and develop resources designated to enhance each tribal minor's potential as a viable member of the tribal community without the youth engaging officially in the Choctaw Youth Court.
2. To conduct counsel (Imanumpuli) with minors and their families when appropriate.
3. To mentor with youth-at-risk concerning their behavior, to prevent court involvement, direct probationers concerning the additional conditions of their probation and requirements of reporting, payment of restitution, etc.

4. Participate as a constructive team member in all aspects of service delivery, program, department, services as a role model, mentor and trainer.
5. Collaborate with Behavioral Health programs, social programs, community organizations, individuals participating with mental health and substance abuse issues.
6. Provide leadership with the responsibility in the planning processes of clients or families, case management and ensure effective individual, family, groups, and wrap-around services.
7. To develop and enhance a close working relationship with the Choctaw Division of Schools, other departments on or off reservation, to provide a coordinated effort of delivering services.
8. To develop, maintain the necessary case management for the efficient provision of mentoring and other social services required for each juvenile offender.
9. To maintain and collect Data to support the operation of youth services as well as the process and outcome evaluations to improve the court's operation and management.
10. To attend training sessions as directed pertaining to the advancement of job skills and performances as well as keeping current with the trends of this field.
11. Other duties as assigned by the Director of Court Services.

QUALIFICATION:

1. A four-year degree is preferred in Social Work, Human Services, Behavioral Science, Criminal Justice, or closely related field; OR an equivalent combination of related training and full-time work experience in a Juvenile Justice program, education setting, residential treatment center, community mentor programming or related experience with adolescent youth.
2. Must have at least two years of work experience providing direct services to youth and/or families.
3. Experience in the behavioral or mental health profession, knowledge, skills regarding the health and psychological issues, preferred.
4. Ability to assess client treatment needs and develop written treatment plans to address those needs.
5. Ability to establish, maintain a cooperative working relationship with clients, and parents.
6. Must have a high level of self-motivation, excellent time management skills, documentation skills and be absolutely reliable.
7. Must be of good moral character, integrity, maintain a code of behavior, cooperative working relationship with youth, and parents.
8. Strong technical experience, ability to design presentations using Microsoft Word, Excel, PowerPoint, database, e-mail, and Internet software.
9. Must be motivated, take pride in doing a good job and be absolutely reliable in providing services to youth.

10. Must be able to provide, maintain a negative drug screen prior to beginning and throughout the durations of employment.
11. The ability to speak and understand the Choctaw language fluently is preferred.
12. Preferential treatment will be extended to qualified Indian Applicant.
13. Must have dependable transportation, state driver's license, safe driving record, vehicle insurance as required by state law, and able to get clearance to operate Tribal Vehicles.
14. Must complete a criminal background check on county, state, national levels, pursuant to public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990, have never been convicted of a felony or a misdemeanor within the last twelve (12) months.

NOTE: The Administrative Personnel Policies Procedure 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 a Waiver of Native American Preference has been secured from the Committee of 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.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P O Box 6033
Choctaw MS 39350