



DEPARTMENT OF FAMILY AND COMMUNITY SERVICES  
MISSISSIPPI BAND OF CHOCTAW INDIANS  
P. O. BOX 6010  
CHOCTAW, MS 39350

- Office of the Director  
601.650.1778
  
- Social Services Division**
- Children and Family Services  
601.650.1741
  
- Assistance Services  
601.650.1666
  
- Victims Services Division**
- Family Violence and Victim's Services  
601.650.1774
  
- Choctaw Children's Advocacy Center  
601.663.7790
  
- Food Distribution Program  
601.650.1731
  
- Elderly Nutrition Program  
601.663.7580
  
- Veterans Affairs Program  
601.650.1737

**JOB ANNOUNCEMENT # 17-05-49**

Position Description: Child Welfare Caseworker  
Salary: Grade 8  
Opening Date: **NOVEMBER 02, 2016 NOV 02 2016**  
Closing Date: **NOVEMBER 16, 2016 OR UNTIL FILLED**  
Supervisor: Child Welfare Licensed Supervisor  
Employment Type: Regular Full-Time  
Job Location: Social Services Building

Scope of Service and Effect:

This is professional social work encompassing services designed to strengthen, rehabilitate and preserve families and to provide protection, placement, and prevention activities for at risk individuals and families. Caseworkers evaluate the social services needs of children and adults and are involved in the development of a treatment plan directed toward the solution of individual and family problems. Work includes developing and utilizing all agency and community resources needed to carry out the objectives set forth in the treatment plan. Caseworkers have 24 hour on-call duty as scheduled and assigned by the immediate supervisor and are subject to responding to emergencies as needed.

Duties and Responsibilities:

1. Conducts intake interviews and takes applications for Children & Family Services and related services.

2. Develops and implements a treatment plan that involves planning and securing services appropriate to the needs of the individual and the entire family unit. Services selected will be related to the social, medical, educational, legal, child care and child rearing, family planning, home management, transportation, and emotional needs of all those involved in the treatment plan.
3. Serves as a member of the staffing team that participates in the determination of the needs expressed above and assists other staff in the implementation of a treatment plan.
4. Places and supervises children requiring relative or other foster care placement and arranges for other suitable care, treatment and training necessary to meet the special needs of children.
5. Provides law enforcement with immediate notification of reports of physical and sexual abuse of children and cooperates as a team member in the investigation of such reports.
6. Investigates all reports of child neglect as quickly as possible but, in all cases, no later than 24 hours from receipt, and takes appropriate action in accordance with Tribal codes.
7. Prepares cases for court and participates in court proceedings. Includes preparing court summaries and recommendations, working closely with the MBCI Attorney General's Office in preparing necessary petitions, and works with the Child Protection Team and Multi-Disciplinary Team in determining the most appropriate treatment plan for children and families involved in the Tribal court system.
8. Makes follow-up visits to the client's home or other appropriate location, maintains accurate and concise case records, maintains current documentation on progress related to the treatment plan, and prepares periodic case summaries as specified by the supervisor or by policy.
9. Interprets the social services program to the community and to interested individuals and groups. Provides program information to the public in a planned and systematic manner.
10. Plans and conducts recruitment activities for the placement needs of children, licenses/relicenses placement resources, plans and provides training activities for providers.

11. Participates in the on-call system established by the supervisor and responds timely to all situations occurring during on-call duty hours.
12. Performs other duties as assigned by supervisor.

Work Setting:

The work setting for this position is the Children & Family Services Program and all assigned communities on the reservation. Some work may be performed off reservation.

Physical Demand:

Individual must be able to work in stressful situations.

Qualifications:

1. Bachelor's degree in Social Work or related field is preferred.
2. Completion of college level courses appropriate to career path (minimum of 3 hours per semester) and skills development and other continuing education activities as required by the Program.
3. Two years of experience in human services setting is preferred.
4. The ability to speak both Choctaw and English is preferred.
5. Must have dependable transportation, state driver license, vehicle insurance as required by state law and clearance to operate tribal vehicles. Must also have a telephone.
6. Must be submitted to a background check pursuant to Public Law 101 – 630, Title IV, Indian Child Protection and Family Violence Act of 1990.
7. Must successfully complete a caseworker training program curriculum during the ninety day probationary period for employment to continue. Attendance at sessions will be required and testing will be involved.

**Note: Personnel Policies of the Mississippi Band of Choctaw Indians, Section C on Indian Preference, 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 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 and 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  
601-656-5251**