P.O.A. DEPARTMENT OF WORKFORCE DEVELOPMENT
PHONE: (601) 663-7595 / FAX: (601) 663-7593
MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010 / 266 INDUSTRIAL ROAD
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #24-01-15

POSITION: Workforce Development Specialist

OPENING DATE: MAY 11, 2016 MAY 1 1 2016

CLOSING DATE: MAY 25, 2016 OR UNTIL FILLED

SUPERVISOR: Workforce Development Program Director

SALARY: Grade 11

JOB LOCATION: Annex of the Manpower building

STATUS: Regular, Full-time, Exempt (Grant Funded)

SCOPE OF SERVICE:

The Mississippi Band of Choctaw Indian's Workforce Development Program is seeking a Workforce Development Specialist to promote and develop employment and training opportunities for clients in our Workforce Innovation Fund (WIF) programs.

DUTIES AND RESPONSIBILITIES:

1. Supports the Choctaw Workforce Development Program mission by assisting the clients with their educational goals, helping with job training and finding suitable full-time employment.
2. Develop and implement Individualized Employment plans for each client.
3. To locate, develop, and secure suitable full-time employment for program clients.
4. To obtain basic information about employer policies, operations, hiring practices, job openings, employment schedules, labor needs, turnover, and all other significant information necessary for operating an effective placement program.
5. Conduct job development and placement activities to include extensive contact with all segments of the local community.
6. Encourage and assist employers to assume greater responsibility in the creation and development of jobs and training opportunities.

7. Complete analysis of the job trends in Mississippi.
8. Provide individualized job development and placement services when needed.
9. To develop and teach classes in life skills, resumes, interviews and job retention to clients on a regular basis.
10. To help teach basic computer skills to clients and to promote the delivery of instruction via technological formats on a regular basis.
11. To develop and maintain good relationships with all Choctaw Workforce Development Programs, all other Mississippi Band of Choctaw Indian's programs and businesses, all area colleges & universities, all other local businesses and all other businesses in the State of Mississippi.
12. To develop and maintain good relationships with the organizations of Inter-Tribal Council of Louisiana, Inc., American Indian Center of Arkansas, Alabama Coushatta Tribe of Texas, and the Urban Inter-Tribal Council of Texas.
13. To turn in timely reports to the Director of Choctaw Workforce Development, Administration of the Mississippi Band of Choctaw Indians, Inter-Tribal Council of Louisiana, Inc., and to the U.S. Department of Labor as directed.
14. To gather and keep data on file on all aspects of the program that will be needed for weekly, monthly, and quarterly reports or for on-site audits as required by the grant.
15. To prepare for and have reports ready for on-site audits as required by the U.S. Department of Labor.
16. To work with area colleges & universities for classes leading to certificates or degrees for clients that will help them obtain full-time jobs.
17. To keep in monthly contact with clients who have obtained a full-time job through phone calls, emails, texts, or their current supervisor for 1 calendar year. Records will be kept of all contacts.
18. To supervise, conduct or refer the occupational testing and entry assessment of job seekers on an individual's need basis.
19. To oversee and handle the program's budget working with the Workforce Development Director, M.B.C.I.'s Tribal Finance office and the Inter-Tribal Council of Louisiana, Inc.
20. To develop a yearly budget for the program that will include a budget for program participants with moving expenses for new employment.
21. To follow the Work Innovation Opportunity Act (W.I.OA.) program requirements for accepting clients into the program.
22. To perform other duties as assigned by the supervisor.

<u>Qualifications:</u>

1. Must have AA degree (Associates degree) at a minimum; Bachelor's or Master's degree preferred. Experience in program operation in all phases a plus.
2. Must have extensive knowledge of state and local job market.
3. Ability to collect data and maintain records.
4. Must have excellent communication skills. (orally and written)
5. The ability to provide counseling and to conduct evaluations.
6. Computer skills in Word, Excel and the ability to do Power Point presentations.

7. Ability to take initiative and work with limited direction and minimal supervision.
8. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals.
9. Ability and skills to use tact, diplomacy, and good judgment required to deal successfully with client issues.
10. Maintain client confidentiality at all times.
11. Knowledge of Choctaw communities and culture.
12. Must have the ability to travel often.
13. Adequate personal transportation and valid Mississippi Driver's License along with personal automobile liability insurance.
14. Ability to pass comprehensive background investigation per Tribal policy.
15. Willingness to participate in drug testing per Tribal policy.

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:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, 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 Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in 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 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 Branch
Choctaw, MS 39350