



**VOCATIONAL REHABILITATION
SERVICES PROGRAM**

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MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010 / 101 INDUSTRIAL ROAD
CHOCTAW, MISSISSIPPI 39350

JOB ANNOUNCEMENT #379242

POSITION TITLE: Personal and Vocational Adjustment Trainer

SALARY: Negotiable

OPENING DATE: **OCTOBER 25, 2022** **OCT 25 2022**

CLOSING DATE: **NOVEMBER 08, 2022 OR UNTIL FILLED**

SUPERVISOR: Personal and Vocational Training Manager
Vocational Rehabilitation Services Program

TYPE OF EMPLOYMENT: Regular Full Time; Non-Exempt

JOB LOCATIONS: Manpower Training Center; Horticulture Personal and Vocational
Adjustment Training Center

SCOPE OF SERVICE:

The Personal and Vocational Adjustment Trainer is responsible for providing individualized and group adjustment training using real world work tasks as determined by work contracts, providing maintenance of all work tasks to assure customer quality and timeliness, as well as to assure that the PVAT Centers are maintained to include custodian and groundskeeping needs.

RESPONSIBILITIES:

Follow direction of PVAT Manager in carrying out yearly plan translated to weekly schedules and daily activities; follow work procedures as set forth by the Vocational Rehabilitation Services Program Director.

Train individuals with disabilities (clients) in good personal work habits as well as specific job skills in coordination with other Vocational Rehabilitation Services staff as indicated on the Individualized Plan for Employment.

Transport clients to Individualized Plan for Employment-directed appointments and activities as needed, if Driver is not available.

Transport products on time frame outlined as needed.

Pick up purchased supplies and materials as directed.

"CHOCTAW SELF-DETERMINATION"

Perform assigned tasks related to completion of any current work contract utilized for the provision of PVAT Services in the PVAT Centers to the quality and time expectations provided by the Program Director (Horticulture, Vehicle Washing, and Traditional Arts Production as of the update of this description). Understand that PVAT services are reliant on work contracts, that these work contracts can change over time, that work contracts' quality and quantity standards must be met.

Perform specific horticulture management tasks as needed and directed by the Program Director through the PVAT Manager to include grounds maintenance, building up-keep, potting, spacing, spraying of chemicals, daily maintenance, sales and delivery, among others.

Inspect plant materials on a daily basis to assess need for irrigation, fertilizer, and pest management.

Apply irrigation, fertilization, and pest management as needed.

Inspect greenhouse mechanisms, apply preventative maintenance, or alert PVAT Manager or Program Director when repair is needed if unable to perform independently.

Maintain grounds by cutting grass, weed eating, and overall maintenance by coordinating efforts of self and of job seekers/clients.

Assure cleanliness of Personal and Vocational Adjustment Training facilities by coordinating efforts of self and job seekers/clients.

Personally follow and ensure that job seekers/clients follow safety practices. Ensure current MSDS availability for all potentially hazardous substances. Report all safety issues to PVAT Manager or Program Director.

Document use on logs of all restricted chemicals as required by law.

Maintain inventory records and audit inventory on a yearly basis. Order supplies when inventory is low.

Assist PVAT Manager in reporting client progress during monthly case reviews.

Perform maintenance tasks of all training projects, meeting production quantity and quality expectations.

Keep accurate records of product inventory, orders, sales, and deliveries, and turn in records to PVAT Manager on a monthly basis for invoicing.

Turn in required written reports on a timely basis.

Attend all required meetings and be an active participant.

Cover for absent staff as assigned and as needed.

Read and respond to email communication on a daily basis for coordination with other VRS Staff.

Listen and respond to any voicemails on a daily basis.

Remove contents of mailbox on a daily basis and attend to contents as needed.

Perform other duties as assigned by supervisor or Program director as need arises.

Perform Choctaw Indian Fair duties as assigned.

QUALIFICATIONS:

High school diploma or GED.

Strong preference for post-secondary education in the Human Services, Manufacturing, or Horticulture fields.

Working knowledge of agriculture practices.

Working knowledge of manufacturing practices with ability to schedule work crews to accomplish component goals.

Ability to use agriculture machinery, hand-tools, lawn mowers and other grounds maintenance equipment.

Private Applicator License – or ability to obtain within 3 months of employment.

Valid Mississippi Drivers License.

Good physical condition with no limitations in lifting, walking, standing, stooping, reaching, pushing, pulling, use of hands, or working in hot or cold temperatures for extended periods.

Ability to pass medical evaluation for full-face respirator use.

Personal automobile liability insurance; and reliable personal transportation.

Bilingualism in Choctaw and English.

Demonstration of excellent work habits worthy of emulation by clients; self-motivation and self-direction with strong desire to learn horticulture and vocational rehabilitation services professional skills.

Demonstration of professional behavior and dress appropriate for the work environment.

Ability to maintain strict confidentiality of job seeker/client information.

Ability to work a flexible work schedule which will include alternate weekends and holidays with occasional overtime when needed (exceeding a 40-hour work week.)

Preference for knowledge of working with individuals with physical or mental impairments.

Preference for an individual who self-identifies as a person who experiences an impairment that does not impede one from performing the essential functions of the job.

Ability to self-monitor performance for training needs and to communicate these with supervisor and Program Director.

Basic computer skills with ability to use email and Microsoft Office Programs.

Must be subject to random drug testing.

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