



## 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 # 248242

**POSITION TITLE:** Job Placement Counselor

**SALARY:** Negotiable

**OPENING DATE:** AUGUST 15, 2023 **AUG 15 2023**

**CLOSING DATE:** AUGUST 29, 2023 OR UNTIL FILLED

**SUPERVISOR:** Program Director for Choctaw Vocational Rehabilitation Services Program

**TYPE OF EMPLOYMENT:** Regular Full Time, Non-Exempt

**JOB LOCATIONS:** Manpower Training Center; Community Employment Sites, May Include Travel to All Tribal Communities

**SCOPE OF SERVICES:** The Job Placement Counselor will be responsible for working directly with local employers in relation to job development, and job placement; working directly with all eligible Job Seekers of the Choctaw Vocational Rehabilitation Services Program in the provision of individual and group job placement services to include on-the-job training as required; and for working with fellow staff members of the Vocational Rehabilitation Services Program in a holistic service provision approach to best meet the needs of Tribal members who have disabilities in the provision of Vocational Rehabilitation Services.

#### **DUTIES:**

If not entering the position with existing professional credentials, assure own job development in this professional position by taking one recommended college class per semester until degree listed in qualifications section is obtained. Participate in all on-the-job training opportunities.

Make daily contact with employers and community organizations to promote an awareness of the vocational potential of individuals who have disabilities; make all local employers aware of Vocational Rehabilitation Services support, tax credits and other incentives available to those businesses and industries who hire people with disabilities; and determine labor market need of local employers.

"CHOCTAW SELF-DETERMINATION"

Develop an electronic Community Employment Guide of local employers to include contact information, job listings, job analyses, qualifications, employment application procedures, and relevant employment environment information for use by the Vocational Rehabilitation Services Job Seeker and staff in the Vocational Rehabilitation Services provision process.

Coordinate all program job placement activities by weekly posting open jobs for staff and Job Seekers to view in a selected public location, keep job board current, and serve as a resource regarding qualifications, and application procedures.

Coordinate with the Vocational Evaluator and the Rehabilitation Counselor in regard to the local labor market for the purpose of assisting Job Seekers in making informed choices when choosing Employment Outcome goals.

Work closely with Personal and Vocational Adjustment Training staff in providing appropriate training opportunities for rehabilitation Job Seekers with respect to job outlook in the local labor market to include employer expectations of transferable work habits.

Conduct in-service training to fellow staff on identifying Job Seekers who are ready for full-time or part-time competitive work, supported employment, self-employment, or subsistence employment.

Provide Job Placement Services in individualized and group formats according to the specified model.

Teach Job Seeking Skills according to the specified curriculum.

Develop Job Search Plan with each Job Seeker, and record weekly activities on report forms, and case notes.

Assure that each Job Seeker has a resume, and a job seeking professional email.

Meet with each assigned Job Seeker at least once each week and complete placement activities outlined in the Job Search Plan. Regular contact with assigned caseload can be through personal contacts in the office, other agreed upon sites, through home visits, telephone calls, email, or letters.

Complete Work Opportunity Tax Credit Precertification processes for each Job Seeker.

Assist Job Seekers to determine open jobs in their employment outcome goal area.

Assist Job Seekers to complete applications weekly in open jobs in their goal area.

Assist Job Seekers to follow-up on submitted applications.

Prepare Job Seekers for interviews for open jobs in their employment outcome goal area by role play.

Assist Job Seekers in determining support needed for job placement (i.e., transportation, Assistive technology, licenses, badges, uniforms, tools, job coaching, benefits planning, job accommodations, among others).

Assist Job Seekers to role play requesting any accommodations needed at an employment site.

Work closely with both the Job Seeker and the family, with the Job Seeker's consent, to ensure that the family serves as a support system for long term successful employment.

Market specific Job Seekers to local employers.

Assist Job Seekers in obtaining on-the-job training as needed and as directed by the Job Seeker's Plan.

Coordinate Job Seeker's completion of the Self-Employment Toolkit when self-employment is the chosen employment goal.

Assure that all services on the Job Seeker's Individualized Plan for Employment are being provided by the Choctaw Vocational Rehabilitation Services Program; work with the staff of the state rehabilitation programs and other agencies providing services to Job Seekers for the successful rehabilitation of those Job Seekers who are co-served by those agencies and when a Consent to Release Information is on file.

Report monthly on the Job Seeker's progress towards meeting employment goals in a scheduled case review.

Keep detailed case notes, complete required forms, complete data management duties, submit reports in desired formats (written, verbal, or electronic) upon requested schedule, communicate with other agencies as necessary and within protocol.

Follow all established Tribal procedures; and program procedures developed for compliance to the Federal grant agency.

Serve as Job Coach to Job Seekers with severe disabilities on the job site. when a regular Job Coach is not available. This task may require irregular hours as the task depends on the Job Seeker's work schedule.

Substitute for other staff upon their absence under mutually agreeable exchanges for assuring that services are not interrupted during staff leave time or during staff training.

Attend all called staff meetings.

Perform Choctaw Indian Fair Duties as assigned.

Perform other duties as assigned by supervisor.

### QUALIFICATIONS:

High School Diploma and bachelor's degree in a human services field required.

Preference for a Choctaw Tribal member who personally experiences a disability.

Master's degree preferred in Vocational Rehabilitation Counseling or Vocational Evaluation or related area with preference given to applicants who specialize in job placement for individuals with disabilities. Without this degree, sign an educational agreement to pursue this degree with at least one selected college class per quarter/semester until the degree is obtained.

Preference for a Certified Rehabilitation Counselor or ability to obtain certification.

Knowledge of and demonstrated experience in the provision of Vocational Rehabilitation Services to individuals with disabilities, with a preference for specific experience in job placement for individuals with disabilities.

Personal positive philosophy in regard to abilities of individuals with disabilities that matches the mission of the program.

Ability to use national and local labor market information references, and the Mississippi Department of Employment Security as employment resources.

Demonstrated writing ability and basic computer use for professional level correspondence, reports, and data entry.

Knowledge of and experience in developing working relationships with community employers with ability to build rapport with employers; with strong interpersonal skills for establishing good communication with Job Seekers, other staff members, other service agency staff, and community members.

Preference for prior experience with rural, bilingual populations.

Preference for bilingualism in the Choctaw and English languages.

Valid Drivers' License and good driving record; possession of personal automobile liability insurance, and uninterrupted access to personal transportation; with abidance to drug screening practices.

Demonstration of excellent work habits as well as demonstration of ability to serve as a role model for individuals served, both on the job site and off the job site. Must undergo a background investigation with no findings that would jeopardize one's ability in working with minors, individuals with disabilities, or vulnerable adults.

Demonstration of professional behavior and dress.

Ability to work a flexible work schedule which may include weekends, holidays, and irregular work hours as the need arises.

Strict abidance to confidentiality and other ethical standards outlined in funding regulation or in the CRCC Code of Ethics.

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

**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