



Human Resources
Mississippi Band of Choctaw Indians
101 Industrial Road
P. O. Box 6033
Choctaw, MS 39350

JOB ANNOUNCEMENT: #582010

POSITION TITLE: HR Representative - Drug and Alcohol Program Coordinator
SALARY: Grade 13
OPENING DATE: FEBRUARY 10, 2023 **FEB 10 2023**
CLOSING DATE: FEBRUARY 17, 2023 OR UNTIL FILLED
SUPERVISOR: Director of Human Resources
LOCATION: Tribal Office Building
STATUS/CLASSIFICATION: Regular Full-Time/Exempt

SCOPE OF SERVICE:

The HR Representative – Drug and Alcohol Program Coordinator is responsible for managing the Mississippi Band of Choctaw Indians’ Drug and Alcohol testing program.

This position directs effective and efficient delivery of services to employees, trainees, clients, and staff, thereby, a working knowledge of the Mississippi Band of Choctaw Indians’ Drug and Alcohol Policy and the Administrative Personnel Policy & Procedures is necessary.

This is a full-time position. Days and hours of work are Monday through Friday – 40 hours per week. Occasional evening and weekend work will be required as job duties demand.

DUTIES AND RESPONSIBILITIES:

The HR Representative - Drug and Alcohol Program Coordinator’s duties may include, but are not limited to, the following:

1. Responsible for managing and administering the Tribe’s drug and alcohol testing program.
2. Obtains alcohol and/or drug screen results from lab software and communicates results to designated supervisor and employee.
3. Maintains all records related to drug and alcohol testing in accordance with applicable laws and regulations.
4. Prepares reports related to program areas as requested or required.
5. Maintains monthly statistical reports regarding drug and alcohol related activities.

6. Assist with random non-DOT drug screening on a weekly basis.
7. Incumbent has frequent employee contact.
8. Updates all employee listings and produces all required lists in a timely manner.
9. Works closely with the Human Resources Director, keeping the director informed of all positive test results and non-compliant employees.
10. Works with referring programs/departments in implementing the Mississippi Band of Choctaw Indians' Drug and Alcohol Policy.
11. Works closely with vendors responsible for collection of specimens, testing and reporting of results to ensure proper procedures are followed.
12. Addresses any issues related to testing compliance.
13. Reviews and approves related invoices.
14. Assists in training supervisors, program and department directors and employees regarding the Tribe's Alcohol and Drug Policies and procedures.
15. Answer phone calls and inquiries concerning the program.
16. Assists the Medical Review Officer (MRO) in ensuring proper notification and employee action regarding testing results.
17. Maintain strict confidentiality regarding all test results, conversations, and referrals.
18. Must be able to speak effectively before large or small groups.
19. Must be detail oriented and analytical.
20. Experience problem solving and mediating.
21. Ability to work under pressure and with stringent deadlines.

ADDITIONAL DUTIES:

The Incumbent will also conduct New Employee Orientation.

WORKING CONDITIONS:

The HR Representative - Drug and Alcohol Program Coordinator must be able to prioritize situations and manage time. The Incumbent may experience stress and stress related symptoms due to interacting with employees in crisis. The Incumbent may find their office to be busy with both scheduled and unscheduled clients.

QUALIFICATION:

1. A bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a related field from an accredited college or university.
2. Prior experience with drug and alcohol testing programs preferred.
3. Experience working in a governmental or public agency setting preferred.
4. Must possess advanced knowledge of word processing, spreadsheets, presentation, and database software.
5. Able to communicate effectively in both written and verbal form

6. Must have the ability to relate effectively with coworkers, physicians, and general staff as part of a team
7. Ability to work independent with minimal supervision
8. Provides attention to detail, accuracy and ability to respond calmly and effectively in a stressful environment amidst on-going distractions
9. Ability to work under pressure and with stringent deadlines.
10. Ability to effectively prioritize work.
11. Must be able to recognize and handle difficult interpersonal situations
12. Effective problem solving/analysis skills.
13. Must be able to organize (i.e., filing systems and clerical processes)
14. Must possess a Valid Mississippi Driver's License and automobile insurance

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 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 not 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 a disciplinary action up to termination. A waiver is not required is no Native American has applied for a position.

IF INTERESTED, SEND APPLICATION TO:

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