



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #140260

JOB TITLE: Dormitory Assistant, 7 Positions
OPENING DATE: MARCH 08, 2023 **MAR 08 2023**
CLOSING DATE: MARCH 15, 2023 OR UNTIL FILLED
SALARY RANGE: Grade 6, Tribal Pay Scale
TYPE OF EMPLOYMENT: Regular Full Time, 225 Days
SUPERVISOR: Home Living Specialist
JOB LOCATION: Choctaw Central Dormitory

SCOPE OF SERVICE:

The Dormitory Assistant provides supervision of small or large groups, provide leadership in career exploration, social development and constructive in leisure time activities and contributes to the effectiveness of the home living environment and the students' academic, social and emotional growth through positive habit formation. The position will consist of a variety of assignment involving the safety and welfare of the dormitory students. Shift hours will vary depending on shift rotation and positions. Dormitory Assistants must conduct and follow the Dormitory's daily operations in accordance with the program operating policies and procedures. All areas of the dormitory must be covered to insure the safety of our students when they are present in the dormitory.

DUTIES AND RESPONSIBILITIES:

1. Provides directions and positive role model to individual and small groups of students in academic reinforcement and social development.
2. Provide direction and encouragement to individual and small groups in positive habit formations and effective utilization of leisure time through wholesome activities.
3. Ability to control students' behavior while supervising activities to group.
4. Chaperoning students on field trips during the day, evening or occasional weekend hours.
5. Maintain order in work areas, as well as cleaning spaces after sessions.

6. Must be able to work evening hours, nights, some weekends and additional hours passed regular work shift.
7. Observe any emotional reactions, physical conditions/injuries and general overall behavior of students. Provide emergency first aid in case of minor accidents/illnesses/injuries. Provide any home health care in keeping with instructions from medical doctor or nurses, especially with regard to dispensing any/all medications. Report any unusual conditions/reactions, illnesses/injuries, etc to immediate supervisor or their designee.
8. Be able to provide counseling related to stress management, personal problems, emergency or home situations, etc with students and provide insight into responsible behavior and attitudes.
9. Discuss problems with students and offer parental advice regarding less complex problems. Report the more serious issues/concerns/problems to immediate supervisor or their designee. Provide individual attention to students when appropriate to establish and further develop a sense of trust, security, and belonging for the students.
10. Provide daily supervision or assistance to students in personal hygiene, detail assignments at the cafeteria and the Dormitory, transportation, activities, etc.
11. Ensure students are dressed appropriately for school.
12. Document students' records to include but not limited to hourly student checks/attendance, discipline, etc to ensure the safety and well-being of our students. Admit any late arrivals; report any missing students, and guard against any unauthorized entries.
13. Prepare reports and forms, annotations to reports to ensure accurate documentation of incidents, behaviors, injuries/illnesses that require medical attention complaints, etc.
14. Operate a tribally owned or leased vehicle while performing work-related duties.
15. Able to work with young people, parents/legal guardians, etc.
16. Perform checks and report any malfunctions/concerns regarding ventilation/heat/air conditioning, electrical/other equipment ensure water faucets are turned off, all outer doors are locked when necessary etc. to ensure the safety of everyone in the

Dormitory.

17. Act as group leaders during fire, tornado, etc. drills and actual events. Ensure the safety of all students during any/all emergency situations.
18. Examine the daily log book which means a log of activity/information regarding students and events that have taken place during the previous shift for updates that affect students. The daily log book may also contain information on students/events that should be passed along to the immediate supervisor or their designee.
19. Perform other, various duties as assigned, such as mending or sewing, laundering clothes, sweeping/mopping floors, dusting, cleaning closets/rooms, inventorying and storing laundry items, repairing furniture, etc.
20. Perform other duties as assigned by the Homeliving Specialist or their designee.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Must be at least 25 years of age.
3. Completed 32 hours of college credit in academic courses from an accredited college or university.
4. Must speak fluently in Choctaw and English. If not fluent in the Choctaw language, Must be willing to learn to speak Choctaw.
5. Knowledge of and familiarity with Choctaw communities and families.
6. Preference for prior work experience with Choctaw adolescents.
7. Knowledge of dormitory procedure and safety regulations.
8. Knowledge of first aid & CPR techniques and the ability to detect symptoms of illness needing further care.
9. Ability to understand and follow directions.

10. Knowledge of Dormitory housekeeping routine and chores; and ability to assist in their completion.
11. Candidate must be in good physical/mental health also, candidate must pass a physical examination upon employment.
12. Must participate in all pre-school and in service training as required.
13. Knowledge of dorm housekeeping routine and chores; and ability to assist in their completion.
14. Applicant must be in good physical/mental health; also applicant must pass a physical examination upon employment.
15. Must participate in all pre-school and in-service training as required.
16. Must have a Commercial Driver's License (CDL) or be willing to obtain a Commercial Driver's License immediately after being hired for employment. Failure to obtain Commercial Driver's License within one year will result in dismissal from employment.
17. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
18. Employee in this position is subject to random drug testing.
19. Must possess a valid Mississippi Driver's License, adequate transportation and personal automobile liability 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 waiver 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 Naïve 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, Mississippi 39350**