



# WORKFORCE DEVELOPMENT

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MISSISSIPPI BAND OF CHOCTAW INDIANS  
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**MISSISSIPPI BAND OF CHOCTAW INDIANS  
DEPARTMENT OF WORK FORCE DEVELOPMENT  
CHOCTAW ADULT EDUCATION PROGRAM**

**POSITION DESCRIPTION #071243**

POSITION TITLE: Child Care Specialist  
SALARY: Grade 4  
SUPERVISOR: Program Director  
TYPE OF EMPLOYMENT: Full-Time Position  
Day and Evening work  
JOB LOCATION: Manpower Training Center Building and as assigned  
OPENING DATE: **OCTOBER 10, 2023** **OCT 10 2023**  
CLOSING DATE: **OCTOBER 24, 2023 OR UNTIL FILLED**

**SCOPE OF SERVICE AND EFFECT:**

The child-care provider will work with the director and adult education instructors to provide childcare to parents who are in need of services in order to attend classes.

**DUTIES AND RESPONSIBILITIES:**

1. Provide care and safety of children while parents are attending classes
2. Implement learning activities appropriate to the age and developmental level of each child
3. Request supplies through appropriate channels
4. Maintain good rapport with parents/guardians through daily contact
5. Develop lesson plans and turn in weekly
6. Submit monthly activity, monthly statistical report, attendance, and other record -keeping reports as required by the program
7. Assist in providing transportation to and from classes and other related program activities
8. Assist staff in making home visits to recruit students
9. Develop bulletin board ideas and decorate childcare room
10. Notify parents and program director of any incidents that occur in the childcare room
11. Maintain cleanliness of the childcare room
12. Must be able to work day and evening hours
13. Must be able to assist with income tax preparation
14. Must keep program records confidential
15. Perform duties as assigned at the Choctaw Fair
16. Perform other job-related duties as assigned by supervisor.

WORK ENVIRONMENT:

The childcare provider will work with staff and children at the assigned location. The individual must keep the childcare room clean and inspect the area for safety.

PHYSICAL DEMANDS:

The child-care provider shall be able to lift children, sit on the floor, and be active with the children.

QUALIFICATIONS:

1. Must have a high school diploma or General Equivalency Development Diploma (GED)
2. Must be able to speak the Choctaw and English Languages fluently.
3. Must have the ability to work well with children
4. Must possess a current physical examination, proof of TB skin test result
5. Submit to background check and drug testing
6. Preference will be given to Choctaw Tribal Members
7. Must possess a valid Mississippi driver's license, adequate transportation, and 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:

- 3a. 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 this 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.
- 3b. The Authority to Waive Indian 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 a 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 in the position for which 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 the 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.

FOR MORE INFORMATION, CONTACT:

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