



DEPARTMENT OF FAMILY AND
COMMUNITY SERVICES

PHONE (601) 650-1778

FAX (601) 650-1659

MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6010

CHOCTAW, MS 39350

JOB ANNOUNCEMENT #303078

Position: Program Aide
Salary: Grade 4, Regular, Full Time
Location: Elderly Activity Center
Supervisor: Program Manager – Social & Elderly Nutrition Program
Opening Date: **SEPTEMBER 16, 2026** SEP 16 2026
Closing Date: **SEPTEMBER 30, 2026 ONLY**

Scope of Service and Effect:

The individual in this position works in support of the all program activities of the Social & Elderly Nutrition by performing a variety of tasks related to the needs and interests of the center including custodian and maintenance work, assisting with activities, assisting with kitchen tasks, and providing transportation as needed.

Duties and Responsibilities:

1. Works with Program Manager to address needs of the facility.
2. Will perform custodian and maintenance work.
3. Aide other areas of the program when needed.
4. Pick up/ deliver items on behalf of the program.
5. Provide transportation to daily outings for center participants.
6. Provide support to clients within the center.
7. Cooking and janitorial duties in the kitchen as needed.
8. Performs other duties as assigned.

Work Environment:

Work will be performed at the Elderly Activity Center

Physical Demand:

Must be able to lift, push, pull and move a minimum of fifty (50) pounds.

Qualifications:

1. High School Diploma or GED equivalent.
2. Ability to speak Choctaw and English
3. Must have a valid Mississippi driver's license, commercial driver's license, vehicle insurance as required by the state, and clearance to operate Tribal vehicles.
4. Must be submitted to background checks required by the Tribe.

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