



**VOCATIONAL REHABILITATION
SERVICES PROGRAM**

PHONE (601) 650-7332 / FAX (601) 656-1902
TTY FOR HEARING IMPAIRED INDIVIDUALS (601) 650-7354
MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010 / 101 INDUSTRIAL ROAD
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #379242

POSITION TITLE: Personal and Vocational Adjustment Counselor

SALARY: Negotiable

OPENING DATE: MARCH 04, 2024 MAR 04 2024

CLOSING DATE: MARCH 18, 2024 OR UNTIL FILLED

SUPERVISOR: Program Director, Choctaw Vocational Rehabilitation Services Program

LOCATION: Manpower Training Center

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

SCOPE OF SERVICE:

The Personal and Vocational Adjustment Counselor will work directly with applicants and participants of the Vocational Rehabilitation Services Program to assist individuals in overcoming barriers identified during the assessment to determine eligibility and rehabilitation needs process; or during services provision leading up to an employment outcome. One-on-one and group counseling and guidance services will be provided to assist individuals to overcome barriers to obtain successful employment outcomes. The Personal and Vocational Adjustment Counselor will coordinate the extended period of evaluation to determine eligibility; physical and mental restoration services for consumers; coordinate supplies for employment procurement; and will follow-up on all cases which have been interrupted in service provision for some reason to reinitiate services as soon as possible.

RESPONSIBILITIES:

Provide follow-up with assigned individuals using the most effective, cost and time efficient methods. This may include telephone, email, mail, office, or home-visit. Home-visits should be planned and announced when at all possible.

Provide at least monthly follow-up on all participants placed in a period of extended evaluation to determine eligibility by monitoring progress towards demonstrating eligibility criteria.

Review the Extended Period of Eligibility (EPE) Plan developed between the applicant and the VR Counselor monthly with the applicant. Obtain progress updates from the applicant. Obtain objective measures of progress updates from other providers as specified in the EPE.

Provide at least monthly follow-up on progress of job seekers receiving physical or mental restoration services.

Secure monthly, or as scheduled, updates on physical or mental restoration services from the job seeker, as well as objective progress updates from the provider of the services.

Assist job seekers to obtain needed physical or mental restoration services by assisting with appointment making and transportation arranging.

Assist job seekers to obtain appropriate supplies needed for employment.

Create plans with measurable outcomes with job seekers to overcome any barriers to employment.

Provide scheduled follow-up of job seekers whose services have been interrupted for unique reasons. Attempt reinitiating of services at the earliest possible time.

Review the rationale of the services being interrupted, follow-up on any resolutions needed, and communicate with the VR Counselor when issues are resolved for restarting services.

Serve as liaison with co-served cases with the Mississippi Department of Rehabilitation Services.

Serve as liaison when participants are being co-served with other Tribal, State, or Federal agencies.

Follow the service provision outlined in the Individualized Plan for Employment.

Review the Plan monthly with the applicant or participant.

Transport program participants as necessary to attend to Individualized Plan for Employment-directed services.

Provide a monthly case review report of monthly service progress.

Review the monthly report with the applicant or participant; follow any recommendations as made in the monthly case review staffing with the applicant or job seeker and secure their agreement and awareness of report and recommendations.

Make written referrals with written Consent of applicant or participant to agencies providing comparable benefits as needed to support the Plan.

Keep detailed case notes of service provision and each time a participant contact is made.

Produce a monthly report each month by the 1st day of the following month, citing the month's accomplishments and activities, problems or needs, meetings or trainings, and projections for the following month.

Maintain strict confidentiality standards as prescribed in regulation and addressed in the Staff Resource

Guide with all information, including written, verbal, as well as general knowledge about a participant under all circumstances unless a written consent to release information is obtained from the participant or other addressed exceptions occur.

Perform other duties as assigned by the supervisor which may include among others, such things as substituting for other staff, or assisting with Job Retention Coaching, performing program outreach events, or disability awareness activities. These duties may involve night, weekend, or holiday work on an as needed basis. Over time pay will be given for any work which extends the normal 40-hour work week.

Serve as Safety Site Manager for the Manpower VR Central Office which includes attendance to safety meetings, provision of CPR/First Aid as needed, facilitation of safety drills and completion of drill reports, completion of quarterly safety evaluation; as well as maintenance of the Right-To-Know station for the VR Central Office.

Attend to email, voice mail, and program mailbox contents on at least a daily basis.

Attend ongoing recommended training and achieve a favorable outcome.

Perform Choctaw Indian Fair duties as assigned.

QUALIFICATIONS:

Bachelor's degree in Vocational Rehabilitation or a related human services field is preferred. High school or GED is required. ACT score of 17 with ability to attend a post-secondary education program is required.

If the preferred Bachelor's degree is not held, applicants must be willing to sign an educational agreement that must be met to continue employment. The agreement will include participating in an on-the-job training mentoring program; taking and making at least a C grade in at least one college class each semester until preferred Bachelor's degree is obtained in Vocational Rehabilitation or a similar human services field.

Agreement to practice the Code of Ethics for Rehabilitation Professionals published by the Commission on Certification of Rehabilitation Counselors.

Preference for prior work experience in the human services field. Strong preference for individuals who have worked with Vocational Rehabilitation Service agencies.

Preference for prior work experience with individuals who have disabilities.

Strong preference for bilingualism in Choctaw and English.

Preference for qualified individuals who personally experiences a disability who are able to perform the job duties.

Must be able to operate office computer and basic computer programs, and have ability to learn other information management computer systems.

Must have excellent communication skills in the written and verbal forms.

Must have a valid Mississippi Driver's' license, reliable personal transportation, and personal auto liability insurance. Preference is for a Commercial Drivers' License with a Passenger Endorsement.

Must cooperate with Tribal drug screening and testing practices.

Must have good work habits, and a lifestyle worthy of emulation by participants both inside and outside of the work environment.

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