



**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 #423078

Position: Caseworker
Salary: Grade 8
Supervisor: Program Manager- Social & Elderly Nutrition Program
Employment Type: Regular Full Time, Non-Exempt
Job Location: Elderly Activity Center
Opening: JUNE 11, 2024 JUN 11 2024
Closing: JUNE 25, 2024 OR UNTIL FILLED

Scope of Service & Effect:

The caseworker for the Social and Elderly Nutrition Program is responsible for coordinating services for clients who participate in the program. The caseworker will be expected to perform duties to the fullest extent to meet federal grant requirements.

Duties and Responsibilities:

1. Provide case management to center participants and provide individualized support through direct services and referrals to agencies on and off the reservation.
2. Follow up on referrals related to the Caregiver program and determine qualification.
3. Be responsible for community outreach activities to increase public awareness of availability of services.
4. Assess home delivery service.
4. Make frequent client home visits and monitor client status.
5. Collaborate effectively with coworkers and organizations to build and maintain relationships with area service providers for the benefit of clients.
6. Maintain confidentiality.
7. Perform other duties as assigned.

Work Environment:

The work environment for this position is the Elderly Activity Center. However, work can be performed in all communities on the Reservation.

Physical Demand:

Some heavy lifting will be required at times.

Qualifications:

1. Associate of Arts degree is preferred.
2. Experience in working with individuals and families in a human services setting is preferred.
3. Must be proficient in Microsoft Office.
4. Fluent in Choctaw and English.
5. Must have dependable transportation, a valid state driver's license, and automobile insurance.
6. Must submit to a background check pursuant to PL 101-630, Title IV Indian Child Protection and Family Violence Prevention Act of 1990.

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