



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 #344070**

JOB TITLE: Program Manager  
OPENING DATE: **DECEMBER 06, 2024**  
CLOSING DATE: **DECEMBER 20, 2024 OR UNTIL FILLED**  
SALARY: Grade 14  
SUPERVISOR: Deputy Director, Family and Community Services  
TYPE OF EMPLOMENT: Regular, Full Time, Exempt  
JOB LOCATION: Family and Community Services- Assistance Services Program

**Scope of Services:**

The person in this position will be responsible for the administrative and supervisory oversight of services provided by the Assistance Services program. Duties include staff supervision, grant writing and reporting, budget planning and oversight, program and policy planning and implementation, program accountability and quality of service, coordination with other service providers both on and off the Reservation, and ensures compliance with state, federal, and Tribal laws and regulations.

**Duties and Responsibilities:**

1. Supervises, directs, and evaluates the performance of all assigned program staff through a thorough review of individual activities, reports, and case records.
2. Provides program oversight to the Assistance Services program to ensure quality service and prompt response to emergency needs of Tribal members.
3. Establishes controls to ensure program accountability, fiscal responsibility, and compliance with federal and Tribal laws and regulations.
4. Works with other service providers at the state, federal, and Tribal levels to ensure a coordinated approach to service delivery.
5. Evaluates and makes recommendations on training needs specific to individual staff and program development.
6. Prepares for and conducts community awareness and public education activities regarding services available through the program and solicits input and involvement.
7. Maintains records, data and information for reporting and program compliance purposes.
8. Prepares grant applications and grant reports as required by the funding agency.
9. Performs other related duties as assigned.

**Qualifications:**

1. Bachelor's degree from an accredited college or university in a human service field is required.
2. Three-five years' experience working with the public, preferably in administration and/or supervision.
3. The ability to speak both Choctaw and English is preferred.
4. Must have strong writing, organizational, and communication skills.
5. Must have dependable transportation, a state driver's license, vehicle insurance as required by state law, and clearance to operate Tribal vehicles.
6. Must submit and pass background check.

**Work Environment:**

Primary duties will occur in an office setting, but some offsite work will be required at times.

**Physical Demand:**

Some heavy lifting may be required.

**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