



**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 # 018241**

**POSITION TITLE:** Personal and Vocational Adjustment Training (PVAT) Assistant

**SALARY:** Negotiable

**OPENING DATE:** **JANUARY 17, 2025** JAN 17 2025

**CLOSING DATE:** **JANUARY 31, 2025 OR UNTIL FILLED**

**SUPERVISOR:** Personal and Vocational Training Manager  
Vocational Rehabilitation Services Program

**TYPE OF EMPLOYMENT:** Regular Full Time; Non-Exempt

**JOB LOCATIONS:** Manpower Training Center; Horticulture Personal and Vocational  
Adjustment Training Component

**SCOPE OF SERVICE:**

The PVAT Assistant is responsible for assisting the PVAT Trainer and Manager with individualized adjustment training, horticulture production, and training component management, maintenance, and overall upkeep.

**RESPONSIBILITIES:**

Follow direction of PVAT Manager in coordination with the PVAT Trainer in carrying out yearly plan translated to weekly schedules and daily activities; following work procedures as set forth by the Vocational Rehabilitation Services Program Director.

Assist in training individuals with disabilities (clients) in good personal work habits as well as specific job skills in coordination with other Vocational Rehabilitation Services staff.

Transport clients to Individualized Plan for Employment-directed appointments and activities as needed, if Driver is not available.

Transport products on time frame outlined.

Pick up purchased supplies and materials as directed.

Perform specific horticulture management tasks as needed and directed by the Program Director through the PVAT Manager to include grounds maintenance, building up-keep, potting, spacing, spraying, sales and delivery, among others.

Inspect plant materials on a routine basis to assess need for irrigation and pest management.

Apply irrigation, fertilization, and pest management under the guidance of the PVAT Manager and in coordination with the PVAT Trainer.

Inspect greenhouse mechanisms, apply preventative maintenance, or alert PVAT Manager or Program Director when repair is needed.

Maintain grounds by cutting grass, weed eating, and overall maintenance.

Assure cleanliness of Personal and Vocational Adjustment Training facilities by coordinating efforts of self and clients.

Personally follow and ensure that clients follow safety practices. Ensure current MSDS availability for all potentially hazardous substances. Report all safety issues to PVAT Manager or Program Director.

Document use on logs of all restricted chemicals as required by law.

Maintain inventory records and audit inventory on a yearly basis. Order supplies when inventory is low.

Assist PVAT Manager and Trainer in reporting client progress during monthly case reviews.

Assist in maintenance of all training projects, meeting production quantity and quality expectations.

Keep accurate records of product inventory, orders, and deliveries.

Turn in required written reports on a timely basis.

Attend all required meetings and be an active participant.

Cover for absent staff as assigned on the occasional basis as needed.

Read and respond to email communication on a daily basis for coordination with other VRS Staff.

Perform other duties as assigned by supervisor as need arises.

Perform Choctaw Indian Fair duties as assigned.

#### QUALIFICATIONS:

High school diploma or GED.

Strong preference for post-secondary education in the Human Services or Horticulture fields.

Working knowledge of agriculture practices.

Ability to use agriculture machinery, hand-tools, lawn mowers and other grounds maintenance equipment.

Private Applicator License – or ability to obtain within 3 months of employment.

Valid Mississippi Drivers License.

Good physical condition with no limitations in lifting, walking, standing, stooping, reaching, pushing, pulling, use of hands, or working in hot or cold temperatures for extended periods.

Ability to pass medical evaluation for full-face respirator use in extreme temperatures.

Personal automobile liability insurance; and reliable personal transportation.

Bilingualism in Choctaw and English.

Demonstration of excellent work habits worthy of emulation by clients; self-motivation and self-direction with strong desire to learn horticulture and vocational rehabilitation services professional skills.

Demonstration of professional behavior and dress appropriate for the work environment.

Ability to maintain strict confidentiality of client information.

Ability to work a flexible work schedule which will include alternate weekends and holidays.

Preference for knowledge of working with individuals with physical or mental impairments.

Preference for an individual who self-identifies as a person who experiences an impairment that does not impede one from performing the essential functions of the job.

Ability to self-monitor performance for training needs and to communicate these with supervisor.

Basic computer skills with ability to use email and Microsoft Office Programs.

Must be subject to random drug testing.

**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