



**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 #237241

POSITION TITLE: Vocational Rehabilitation Services Program Intern

SUPERVISOR: Program Director, Choctaw Vocational Rehabilitation Services Program

LOCATION: Manpower Training Center

TYPE OF EMPLOYMENT: Full-time; Regular; Non-exempt

SALARY: \$10/hour

OPENING DATE: MARCH 26, 2025 ~~MARCH 26, 2025~~ MAR 26 2025

CLOSING DATE: APRIL 09, 2025 OR UNTIL FILLED

SCOPE OF SERVICE:

The Vocational Rehabilitation Services Program intern will work closely with existing professional Vocational Rehabilitation Services Program staff and receive an orientation towards the variety of roles within the Vocational Rehabilitation Services Program. The intern will be required to take and successfully complete college coursework, at least one college level course each semester until the Master of Rehabilitation Counseling with a Certified Rehabilitation Counselor credential is received. On-the-job assignments and level of responsibility will vary according to education level and training obtained.

To gain a working knowledge of job expectations, professional skills and ethics.

To develop a working relationship with co-workers.

To learn how to perform program outreach activities, including attendance to Individualized Education Plan (IEP) sessions for students with disabilities.

To learn how to do an intake interview.

To learn to perform appropriate diagnostic assessments.

To learn to perform an assessment, to include interest inventories and other assessment tools, work samples, situational assessment, career exploration, and the writing of a vocational evaluation report with consumer interpretation.

To learn to determine eligibility for VR services.

To learn to develop an appropriate Individualized Plan for Employment.

To learn appropriate case management techniques.

To develop appropriate vocational counseling and guidance skills.

To develop good personal and vocational adjustment training/ counseling skills.

To learn effective methods for physical and mental restoration services.

To understand provision of on-the-job and college vocational training. The intern will be the primary case worker for the college and vocational training caseload.

- Assist students to apply for admission into post secondary institutions
- Assist students to apply for FAFSA, Tribal financial sponsorship, scholarships
- Assist students to apply for disability accessibility accommodations
- Follow up monthly with student progress

To learn effective employer engagement techniques.

To learn the use of labor market information for use in the VR Process.

To learn effective placement techniques to include supported and customized employment techniques.

To learn appropriate methods for job and task analysis.

To learn job coaching skills.

To learn job retention service skills.

To learn transition from school to work services.

To master case file documentation and data management techniques.

To take at least one college level class each semester leading to the end career goal of a Masters degree in Vocational Rehabilitation Services with ability to sit for and successfully obtain the Certified Rehabilitation Counselor (CRC) credential.

To take additional non-credit educational opportunities as directed.

To perform other project assignments assigned by the supervisor, and sub for absent staff when needed, and assist with transportation when needed.

QUALIFICATIONS:

High School Diploma or GED

ACT Composite Score of 17 or higher; with demonstrated academic ability to achieve internship goal.

Preference for college or vocational training leading towards a human services degree.

Preference for prior work experience with individuals who have disabilities.

Preference for bilingualism in Choctaw and English.

Preference for an individual who self identifies as a person with a disability and is able to meet the mental and physical demands of the position.

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

Must have reliable personal transportation with personal auto liability insurance.

Must have basic computer skills to include internet usage, emailing, word processing and data management.

Must have a valid driver's license and be approved to drive leased vehicles.

Must have good work habits and a lifestyle worthy of emulation by customers/clients.

Must dress for an office environment with no blue jeans or tennis shoes or other such casual wear except during allowed times.

Must have no legal offenses that would jeopardize or prohibit working with vulnerable adults or young adults.

Requirement to take and successfully pass with at least a "C" grade a minimum of one college-level class towards a graduate degree in Vocational Rehabilitation Counseling each quarter/semester until degree is obtained.

Strong preference for individuals who have worked with Vocational Rehabilitation Service agencies.

Ability to participate successfully in Tribal drug screening procedures.

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