



P.O. A.

## Choctaw Health Center

Administration  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4250

### JOB ANNOUNCEMENT # 061105

**POSITION TITLE:** Office Manager/Executive Assistant

**SUPERVISOR:** Director, Choctaw Health Center

**SALARY:** Grade 9

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

**LOCATION:** Choctaw Health Center-Administration

**OPENING DATE:** DECEMBER 13, 2018 **DEC 13 2018**

**CLOSING DATE:** DECEMBER 27, 2018 OR UNTIL FILLED

**Mission Statement:** *The Mission of the Choctaw Health Department is to raise the health status of the Choctaw people to the highest level possible.*

**Vision Statement:** *Our Vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw community.*

Come make a difference: The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indians Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000 members of the tribe's population across a 10 county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

#### **SCOPE OF SERVICE AND EFFECT:**

The position is an assistant to the Health Director and Deputy Health Director for day to day task assignment for hospital operations and will be delegated special projects. This position also works as an Office Manager in the Administration Office and serves in a supportive role for the Administration staff for services, reports, research and inquiries to Choctaw Health Center. The Office Manager/Executive Assistant is to maintain and run an efficient, organized operational office in Administration and is expected to perform all duties with the highest degree of confidentiality.

**RESPONSIBILITIES/DUTIES:**

1. Provide outstanding customer service while performing assigned duties, including answering phones, interpreting and conveying information about Choctaw Health Center programs' services.
2. Responsible for compilation of written information and distribution to the proper departments regarding trainings, meetings through memos, mail, and email. Type correspondence and documents in draft and final forms for the Administration staff. Ensures logistical and grammatical accuracy of the information provided.
3. Research, assemble and summarize information as required from files and documents for projects or in anticipation of the needs of Administration to meet deadlines.
4. Prepare and handle purchase orders timely for Administration plus other departments as assigned and ensures proper tracking for efficiency.
5. Receive, organize and coordinate mail, correspondence and other documentation delivered to the office by reading, routing and distributing the letters and documents;
6. As needed, will serve as Time-keeper for Time and Attendance records for Administration. Assists with ensuring payroll checks are picked up timely when issued.
7. Efficiently coordinate travel/trips and accommodations for Administration staff and prepares travel authorizations for appropriate signatures.
8. Compose, type, and prepare statistical reports and charts, proposals, and other materials as assigned; Assist with presentations, documentation and spreadsheets.
9. Serve as recorder (as needed) for the Choctaw Health Center Governing Board and Choctaw Health Center Department Heads meetings; prepares packets for meetings.
10. Responsible for and ensures the copies of the hospital departmental manuals kept in Administration are up to date with current practices and policy changes.
11. Schedule and keep the office calendar for the Health Director and Deputy Health Director on a daily basis to arrange appointments. Ensures timeliness of appointments and schedules.
12. Schedule the utilization of the conference rooms for meetings and training sessions.
13. Communicate and interface with the assigned department staff, other hospital staff, dignitaries, and vendors in a professional and calm manner. Politely inquire as to the nature of their visit or call and coordinate or schedule a suitable resolution to their issue, when possible. Forward important and privileged information to the Health Director or designee immediately.
14. Handle sensitive and/or stressful situations or information with tact, discretion and a pleasant demeanor.
15. Organize and maintain a file system, and file correspondence and other records in a timely manner according to standard filing systems, alphabetically, numerically and categorically.

16. Ensure that the physical property and equipment assigned to Administration are protected, maintained, and utilized efficiently and effectively to maximize the return on investment to the Tribe.
17. Oversee the coordination, scheduling and completion of any maintenance, repair, and/or servicing of equipment, e.g., copier, furniture or computers. Work with the contracted repair entities to ensure that the machines and equipment that are out of service is minimal and will not adversely impact the operations of the department.
18. Assist the Health Director and Administration staff in collecting and preparing data for the departmental monthly/yearly projects, financial budgets and capital expenditure requests.
19. Participate in hospital service and program related activities and committees as necessary or directed. May be utilized as a lead coordinator on special projects for hospital events and trainings.
20. Other duties as assigned or required in order to meet the responsibilities of the position for hospital operations.

**PHYSICAL DEMANDS:**

The work involves computer work at terminal, walking, standing, carrying of light items such as manuals or bundles of forms within the work area. Travel to other tribal communities may be required.

**WORK ENVIRONMENT:**

Work is performed in an office setting with adequate lighting, heating and ventilation. Work may be performed in and outside the hospital setting.

**OTHER SIGNIFICANT FACT:**

1. Incumbent may be required to work weekends and after-hours as needed and assigned.
2. The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that may come to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality may be cause for adverse action.

**QUALIFICATIONS:**

1. An Associate's degree (AA) from an accredited college, university, technical school or other institute of higher learning with and emphasis in office technology, computer science, business administration or related area is required. A Bachelor's degree is preferred.
2. Must have a minimum of two (2) years of previous related office experience which may be substituted for the education requirement.

3. Must have a professional appearance and demeanor and have the ability to work with state, federal, and tribal dignitaries on a constant basis.
4. Must possess the ability to handle sensitive and/or stressful situations or information with tact, discretion and a significant awareness of confidentiality.
5. Must be able to work with little or no supervision, be comfortable working independently, be self-motivated, well-organized and have the ability to work as a team player.
6. Must have a proven ability to handle multiple tasks and to use resources effectively.
7. Must demonstrate efficiency in work-place practices. Must be able to meet multiple established deadlines in a fast-paced environment. The candidate must be able to accomplish all assigned responsibilities in a positive manner.
8. Must be able to rely on their personal experience, judgment and skills to plan, organize and accomplish their stated tasks and expectations.
9. Must be achievement-driven and must accept responsibility for his/her results. Must possess a strong work ethic and be determined to achieve established goals and objectives.
10. Must be assertive and have the cognitive ability to deal effectively with people's needs and concerns under highly demanding conditions. Must provide the highest degree of integrity and understanding.
11. Must possess outstanding communication skills, both written and oral. Must have superior negotiating skills and have a high degree of originality, initiative and common sense. Fluency in the Choctaw language is preferred.
12. Must be computer literate in the appropriate software. Must be proficient in Microsoft Office Suite (Word, Excel, Publisher and PowerPoint).
13. Must demonstrate the ability to compose routine business letter/correspondence.
14. Must have the ability to read and interpret documents such as internal controls, operating and maintenance instruction, and procedures manuals.
15. Must have the ability to deal with change and uncertainty and flexible enough to adapt and sensibly respond to the situation at hand.
16. Must be able to work quickly and accurately under extreme states of stress and impending deadlines.
17. Must have a valid Mississippi driver's license, adequate liability insurance as mandated by law, and personal transportation.
18. Successful clearance of a criminal background investigation and pre-employment drug screen are required.

In accordance with the Choctaw Health Department Employee Health Program, a pre-employment physical examination is required, and an annual exam is required while employed.

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE: The Administrative Personnel Policy & Procedures for 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 person(s) who are not member of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or 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 personal who is Native American outside the order of preference set forth in their 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.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350