



## CHOCTAW DETENTION CENTER

PHONE (601) 663-7903

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MISSISSIPPI BAND OF CHOCTAW INDIANS

125 RIVER RIDGE CIRCLE

P.O. BOX 6010

CHOCTAW, MS 39350

### JOB ANNOUNCEMENT #296085

**JOB TITLE:** Registered Nurse

**SALARY:** Negotiable

**GRADE:** **NEGOTIABLE**

**OPENING DATE:** **AUGUST 30, 2018** **AUG 30 2018**

**CLOSING DATE:** **SEPTEMBER 13, 2018 OR UNTIL FILLED**

**SUPERVISOR:** Adult Detention Center Administrator/Juvenile Detention Center Administrator

**JOB LOCATION:** Smith John Justice Complex - Detention Center

**TYPE OF EMPLOYMENT:** Full Time, Exempt

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

The Registered Staff Nurse is responsible for 24-hour health care of inmates/youth. This includes assessment, implementation of care, coordination with Choctaw Detention Center staff, interfacing with the Health Authority and facilitation of care with agencies and physicians in the community.

#### **RESPONSIBILITIES:**

Responsibilities of this position include:

1. Implementing the Memorandum of Agreement between the Choctaw Detention Center and the Choctaw Health Center.
2. Coordinating the delivery of health services including medical, dental, and mental health.
3. Providing for continuity of care to other community health providers as well as resources of IHS.

4. Training Detention Staff on medical procedures as defined by policy and procedure.
5. Developing protocol for emergency medical treatment at offsite facilities as well as in the Choctaw Detention Center.
6. Conducting sick call in the Choctaw Detention Center consistent with standards and policy and procedures.
7. Conducting dental screening and evaluation in the Choctaw Detention Center consistent with standards and policy and procedures.
8. Providing will coordinate with other Tribal resources of the delivery of mental health care.
9. Developing and coordinating a detoxification program in the Choctaw Detention Center consistent with standards and policy and procedures.
10. Assisting the Choctaw Detention Center in developing a substance abuse program, maximizing Tribal resources, to respond to immediate needs and provide for substance abuse treatment.
11. Developing and implementing with Choctaw Detention Center staff and other Tribal resources a suicide prevention program.
12. Developing and implementing with Choctaw Detention Center staff and other Tribal resources a program for serious and infectious diseases.
13. Developing and implementing with Choctaw Detention Center staff and other Tribal resources a prosthesis, orthosis and eyeglass program.
14. Developing and implementing with Choctaw Detention Center staff and other Tribal resources a pregnancy management program.
15. Providing for secure hospitalization of Choctaw Detention Center inmates and/or youth consistent with standards and policy and procedures.
16. Developing and implementing a medication administration program and will pass medications at least twice a day, seven days a week in the Choctaw Detention Center.
17. Maintaining health record files consist with standards and policy and procedures and good health practices.

18. Developing and implementing with the Choctaw Detention Center and other Tribal resources a health education program.
19. Participating in the development and implementation of policy and procedures and related forms required by standards and good correctional practices in the Choctaw Detention Center adopted format.
20. Providing for waste removal of bio-hazardous material.
21. Developing forms that are unique to the CDC health area in a format consistent with those of the CDC.
22. Participating in training consistent with standards and policy and procedures.
23. Adhering to Adult Detention Center and Juvenile Detention Center policy and procedures.
24. Contributing to the overall security of the Choctaw Detention Center.
25. Participating in accreditation process of any of the Choctaw Detention Center components and will remedy issues identified as not being compliant
26. May be a member of the Adult Detention Center Management Team and will meet with that team at least once a month.
27. Maximizing the delivery of health services within the Choctaw Detention Center. Nurse will assist in seeking funds for the CDC health program.

### **DUTIES**

The Nurse:

1. Obtains a health history and assessment on each incarcerated inmate/youth.
2. Supervises over housing assignments when issues of illness, injury, communicable disease or psychiatric concerns are present.
3. Administers Medication, which includes:
  - a. Stocking medications
  - b. Accounting for control substances
  - c. Monitoring expiration dates

- d. Correct administration and charting according to physician's orders
  - e. Supervision of inmates'/youth's compliance with and response to medications
  - f. Observation of adverse reactions
4. Communicates with inmates'/youth's previous care providers and obtains records from previous care providers.
  5. Consults with health authority on treatment issues.
  6. Orders emergency care when indicated and directs corrections in transport.
  7. Monitors all inmates/youth on withdrawal protocol.
  8. Supervises isolation techniques and monitors inmates/youth with communicable diseases.
  9. Assesses all inmates/youth with psychiatric concerns and refers to appropriate care.
  10. Facilitates "crisis" care when indicated for psychiatric patients.
  11. Assists crisis workers and/or mental health/behavior health personnel in assessment of mentally ill inmates/youth.
  12. Makes appointments with outside agencies or physicians.
  13. Orders transports for outside appointments.
  14. Performs all treatments.
  15. Obtains laboratory specimens.
  16. Attends briefing for purposes of gathering information and giving input.
  17. Maintains licensure.
  18. Prepares and sends a care summary on occasion of inmate/youth transfer to another facility.
  19. Maintains cleanliness of Health Services Unit.
  20. Maintains awareness of court actions that will impact inmates'/youths' emotional health.
  21. Participates in classroom health education and/or group counseling for inmates/youth.

22. Orientates and trains new personnel.

**WORK ENVIRONMENT:**

The applicant is regularly subject to physical hazards and dangerous conditions of a detention center. Due to the potential for uncontrollable situations there is a level of risk for hazard and stressful working conditions. The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the United States or the Tribe.

**PHYSICAL DEMANDS:**

1. Vision - Dual vision is not required. Single eye correctable vision is acceptable. Minimum peripheral vision for single vision is 900 on the ear side and 700 on the nose side. Frequently uses peripheral vision to observe and monitor multiple persons and activity.
2. Hearing - Dual hearing is required. When tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1000 Hz, and 2000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard. Nurses are constantly required to listen to multiple audible inputs simultaneously such as portable radio conversations, telephone conversations, conversations with inmates/youth or others, noises within the housing units.
3. Sense of Smell - Intact. Occasionally uses olfactory sense to detect illegal use of drugs or chemicals. Occasionally uses the olfactory sense to evaluate the presence of toxic vapors, smoke, and fuels.
4. Speech - Nurses must have the ability to speak and understand English clearly within normal parameters. Constantly uses voice to communicate with other officers, professionals, prisoners, and the public in person and by telephone and two way radios. Clear diction and audible volume is required.
5. Body Movement - Nurses must have mobility of both arms and legs with the ability to move around the work area unassisted. Must be able to walk quickly and climb stairs. Must have the ability and range of flexibility to reach overhead, reach below knees, and to bend over or squat down to perform job functions. Must have the ability to stand or sit for long periods of time.
  - a. Hand and Arms - must have the dexterity in their hands to pick up small items, hand instruments and implements. Must be able to sort medication and individually package it in separate containers for distribution to inmates/youth.

Constantly must be able to write patient information in medical charts daily, write reports, and treatment plans. Must have a sense of feeling in their hands and fingers to take a pulse rate, and palpate injuries. Must be able to administer hypodermic injections, draw blood, and take blood pressures. Must be able to use keys to open doors throughout the facility.

- b. Lifting - constantly must be able to lift and carry cartons of medical and office supplies. Occasionally must be able to help lift, turn, and roll disabled inmates/youth and to assist inmates/youth in and out of beds, wheelchairs, toilet facilities, and showers.

### **QUALIFICATIONS:**

Desired minimum qualifications for the position of Nurse are as follows:

1. Must have a current license to practice as a Registered Nurse in Mississippi with experience in both medical and psychiatric assessments.
2. Must be well organized to complete work in a minimum of time and with a high degree of professional skill.
3. Must interact well with others, both staff and inmates/youth.
4. Must demonstrate an interest in current correctional health care standards as well as keeping up with developments in the nursing field.
5. Must have a demonstrated understanding of the security issues surrounding inmate/youth health care in a detention setting.
6. Prior experience with substance abuse programs is helpful.
7. Familiarity with or ability to become familiar with Federal Indian Law.
8. Demonstrated ability to successfully administer a program with large volume of legal requirements and large volume of paperwork.
9. Twenty-one years of age and ability to comply with the physical fitness requirements of the program.
10. Highly stable character with proven ability to maintain strict standards of behavior and confidentiality.
11. Good physical/mental health and ability to pass a physical examination at time of employment.

12. May be required to take and pass a placement test prior to employment.
13. Ability to pass a criminal background check.
14. In accordance with BIA policy,  
The sponsoring agency must certify the applicant has received a satisfactory background clearance and is suitable for a law enforcement position according to 25 CFR Indian Child protection and Family Violence Prevention of 1990, 25 U.S.C. Sec. 3207, Crime Control Act of Act of 1990, 42 U.S.C. 13041, Gun Control Act, as amended, 18 U.S.C. 922 (g) and Security requirements for a law enforcement position. All background investigations must be adjudicated and Suitability determinations based on 5 CFR 731.105 (competitive service) and 441 DM 5.5 (excepted service).  
  
Applicant must not have plead guilty or been convicted of a felony offense, in any Tribal, State or Federal court. Deferred sentence or expungement of conviction are disqualifying factors.  
  
Applicant must not have plead guilty or been convicted of a misdemeanor offense, including but not limited to: Domestic Violence, Assault, and Driving Under the Influence (DUI) offence within the last three years, or the offence of moral turpitude, including but not limited to (Depravity, Dishonesty, Perjury, in any Tribal, State, or Federal court.
15. Ability to pass a personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal, and above reproach. The background investigation includes all activities required by federal and tribal policy to make sure the applicant is appropriate to work in a position of trust.
16. Have good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
17. Willingness to submit to urinalysis if required.
18. Agreement to maintain a drug-free and tobacco-free workplace.
19. Demonstrated ability to follow written and verbal instructions.
20. Demonstrated ability to follow instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
21. Good interpersonal and communication skills, both verbal and written, and demonstrated computer skills.

22. Ability to develop reports and policy and procedures.
23. Demonstrated ability to meet and deal with a wide range of people in stressful situations.
24. Demonstrated ability to solve problems and make good independent decisions.
25. Fluency in English and ability to complete a basic Choctaw language course.
26. Ability to write reports in a clear and logical manner using the English language. Applicants must be able to perform basic math functions.
27. Ability to maintain discipline in a fair and tactful manner consistent with program rules.
28. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
29. Demonstrated ability to develop and maintain work schedules and daily program schedules and coordinate schedules between programs and services.
30. Demonstrated ability to perform required duties efficiently.
31. Demonstrated ability to manage multiple tasks.
32. Demonstrated ability to perform a wide variety of time sensitive duties and responsibilities with accuracy and speed.
33. Excellent working knowledge of correction and rehabilitation program operation for inmates/youth in direct supervision and intermittent direct supervision environments.
34. Demonstrated ability to establish and maintain effective working relationships with other agencies that operate detention services, other departmental staff, Tribal Officials, other Tribal entities, and the public.
35. Demonstrated ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied, economic, educational, and cultural backgrounds.
36. Desire to obtain good working knowledge and an understanding of economic, educational, and social issues of the Choctaw community.
37. Knowledge of supervision and security in a correctional setting or other institution.
38. Possession of reliable transportation and maintenance of valid driver's license and liability insurance.



39. Willingness to maintain own telephone.
40. Willingness to work irregular hours.

**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 person(s) who are not members 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 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