



P.Q.A

Choctaw Health Center
Administration
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

JOB ANNOUNCEMENT #327105

Job Title: Contract Coordinator/Planner
Job Location: Choctaw Health Center
Supervisor: Health Director
Type of Employment: Regular/Non-Essential/Exempt
Pay Grade: 15
Opening Date: JANUARY 09, 2019 JAN 09 2019
Closing Date: JANUARY 23, 2019 OR UNTIL FILLED

Mission Statement: *The Mission of the Choctaw Health Center 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 (CHC) is a newly constructed 20 bed hospital centrally located in Choctaw, Mississippi off State Highway 16 on the Mississippi Band of Choctaw Indians Reservation. It is a 180,000 square foot comprehensive health care center with 3 satellite clinics that provides health services to tribal communities: Bogue Chitto, Henning, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker.

SCOPE OF SERVICE:

This position leads the organization through initiatives to bring about best practices in contracting for services in a health care environment. The incumbent is responsible for reviewing contracts for the overall interest of CHC and coordinates activities to meet timelines. Activities include review of program operations, policies and practices for compliance with health care quality standards from local, state, and federal agencies. This position serves as the lead for special projects for CHC Administration in planning for strategic priorities. This position serves as the point of contact at CHC for grant related activities. The incumbent shall exercise leadership initiative in fostering and promoting good working relations with internal programs and external entities.

DUTIES AND RESPONSIBILITIES:

1. Oversee contracts to meet the needs of CHC financially, operationally, and strategically, including ongoing review and improvement of contract templates.
2. Analyze the significance and value of potential contracts. Determine costs based on delivery and contract structure. Work with program managers for performance measures.
3. Review and processes vendor and professional services contracts, and grant documents according to established internal and external procedures with strict adherence to timelines and due dates.
4. Work with attorneys to develop contract language for clauses, stipulations, obligations, and liabilities to process the document.
5. Meet with contractors, including development of agenda items, preparation of negotiation items and occasionally lead meetings.
6. Monitor contract performance and other provisions to assure compliance, identify problem areas and resolve issues.
7. Coordinate CHC contracting efforts with tribal and contracting entities following established procedures.
8. Serve as an auditor for internal operations to assure compliance to policies and health care standards with timely and efficient completion of projects.
9. Will serve as an active member of the Quality Management (QM) Committee and others as assigned.
10. Compiles data and information for statistical reports to committees and administration. Keeps CHC Administration informed of ongoing efforts.
11. Serves as the lead in special projects for CHC Administration; participates in health care initiative developments and planning for strategic priorities.
12. Serves as the point of contact for grant activities for CHC Administration and coordinates meetings for grant related activities with other tribal entities.
13. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. A bachelor's degree in health administration, business administration, or legal services is required. A master's degree in a health, business, or legal area is preferred. Experience in a health care setting preferred.
2. Must possess outstanding communication skills, both written and oral. Choctaw speaker preferred.
3. Demonstrated leadership ability.
4. Understanding of basic health systems and performance improvement.
5. Must be proficient on a personal computer. Must have a thorough understanding of Microsoft Word, Excel, PowerPoint, and Publisher.
6. Displays a high degree of integrity and managerial judgment while interacting with patients and hospital staff.
7. Must possess excellent decision-making and negotiating skills and have exemplary organizational skills with a proven ability to handle multiple tasks and to manage resources effectively.
8. Must have an understanding of how to lead staff to provide outstanding customer service.
9. Must have dependable transportation and possess a valid Mississippi driver's license with automobile liability insurance as required by state law.
10. Must have reliable telephone/cellphone.
11. Successful completion of criminal background check and pre-employment drug test with acceptable results.

CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO-FREE

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 recruited, 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 Indian 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 an 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