



**Choctaw Health Center**  
Nursing  
210 Hospital Circle  
Choctaw, MS 39350-6781  
PH: 601.389.4250  
Fax: 601.389.4201

**JOB ANNOUNCEMENT # 445140**

**POSITION:** Emergency Room Nurse Supervisor  
**SALARY:** Grade 15  
**SUPERVISOR:** Director of Nursing Service  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular FullTime/Exempt  
**OPENING DATE:** JANUARY 24, 2020 | JAN 24 2020  
**CLOSING DATE:** FEBRUARY 07, 2020 OR UNTIL FILLED

**SCOPE OF SERVICE AND EFFECT:**

The Choctaw Health Center is centrally located in Choctaw, Mississippi off of State Highway 16W on the Mississippi Band of Choctaw Indian 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 10,000 (+) members of the tribe's population across a 10 county area in Central Mississippi. The facility 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.

The position of Emergency Room Nurse Supervisor is stationed within the Choctaw Health Center at Choctaw, Mississippi. The purpose of this position is to plan, evaluate, and supervise the activities of licensed and non-licensed personnel who provide healthcare to the clients of Choctaw Health Center on a 24 hour, 7 day per week basis in order to facilitate efficient department operation, smooth patient flow, and assures that the patient's needs are adequately met. The Nurse Supervisor will ensure the philosophy, goals and objectives of the Nursing program are met and will maintain liaison with other departments, agencies, Tribal groups and communities.

The hospital consists of a 20 bed Inpatient Unit, Primary Care Clinic, and an Emergency Department. Services are provided to the general medical, pediatrics, adolescents, adult, and geriatric clients of the Choctaw Health Center.

## Emergency Room Nurse Supervisor

### Page 2

#### DUTIES AND RESPONSIBILITIES:

1. Responsible for the clinical aspect of nursing care for the department, by assuring personnel adhere to the standards of nursing practice and to the established policies and procedures of the facility.
2. Works in conjunction with the Medical Director in the assessment, development, planning, and implementation of the guidelines set forth for the Emergency Department.
3. The Nurse Supervisor is an active participant in decisions making with regard to the service provided by the Emergency Medical Services system.
4. Shares with other departments, in the responsibility of providing a clean, safe and orderly environment for the staff and clients.
5. Requisitions and maintains departmental supplies and/or equipment, and assures that supplies are used economically.
6. Maintains ongoing evaluation of policy and procedure manuals, to ensure safety and consistency in nursing service. Keeps staff acquainted with changes.
7. Ensures implementation of client and family education. Assists in preparation and supply of teaching guides for the clients/family.
8. Participates in hospital-wide committees, and takes an active role in the Trauma Care Committee.
9. Submits monthly and quarterly reports/records of events for the department to the DON.
10. Correlates with other supervisors in the management and evaluation of all nursing personnel. Provides orientation to new employees. Makes recommendations for reassignment, promotion, and disciplinary actions of nursing personnel.
11. Must have access to Electronic Health Record for patient information in the performance of their duties and maintain the confidentiality of patient information at all times.
12. Assures nursing assessment of clients presenting to the department, and implements appropriate prioritization of care. Initiates care to clients in a life-threatening situation, according to preplanned measures.
13. Reviews Time and Attendance records in correlation with the DON, for adequate payroll purposes.
14. Takes rotational supervisory nurse call, on the weekends, and is subject to call back in the event of an emergency. **Call Back Duty:** Friday, 4pm-8am Monday.  
**Holiday:** Duty hours will extend 1day before or 1day after regular time to ensure nursing coverage.

## Emergency Room Nurse Supervisor

### Page 3

15. Performs all other duties as assigned; such as, works extra hours in the Emergency Department during nursing shortage.

### GUIDANCE AND SUPERVISION:

Functions under the direction, guidance and administrative management of the Director of Nursing Services. The incumbent is expected to exercise a high degree of independent initiative and judgement in the delivery of quality nursing care.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, relatives, and/or visitors. There is considerable amount of walking/moving, bending, and lifting often in the excess of fifty pounds. The ability to cope with a stress laden environment is essential.

### QUALIFICATIONS:

1. Professional Licensure in the State of Mississippi, without any restrictions.
2. Basic programs in nursing school must have been completed by an approved and legally designated state accrediting body.
3. Baccalaureate Degree in Nursing license, with 2 - 3 years of Emergency Room Nursing and/or Critical Care Nursing. Management experience preferred.
4. Must have current BLS, ACLS and PALS certification. Trauma Nursing Core Curriculum certification preferred.
5. Preserve confidentiality of patient information in accordance with the Privacy Act.
6. If participating in job-related continuing education/certification, he/she is required to provide service to the facility, for a minimum of one year, after the last CEU/certification attendance.
7. Must have reliable transportation.
8. Must possess a valid Mississippi driver's license and automobile liability insurance. **\*Required**
9. Must have a current working telephone number at all times.
10. Complete Criminal Background Investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and an annual physical examination during employment at CHC.

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

**Emergency Room Nurse Supervisor**  
**Page 4**

**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 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 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.

**This position requires licensure and /or certification and qualifies under section V (D) of the Administrative Policy and Procedures whereby a job announcement is not necessary nor does a waiver of the Native American Preference need to be secured for hiring of a non-Indian.**

**IF INTERESTED, SEND APPLICATION TO:**

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