



# Choctaw Health Center

Public Health Services  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4110

## MISSISSIPPI BAND OF CHOCTAW INDIANS

### JOB ANNOUNCEMENT #087110

**POSITION TITLE:** Community Health Technician – Standing Pine  
**SALARY:** Tribal Pay Scale Grade 8  
**SUPERVISOR:** Director, Public Health Services  
**TYPE OF EMPLOYMENT:** Regular, Full Time, Non Exempt, Non Essential  
**JOB LOCATION:** Red Water Clinic/Choctaw Health Center  
**OPEN DATE:** MARCH 17, 2020 **MAR 17 2020**  
**CLOSE DATE:** MARCH 31, 2020 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.*

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

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of State Highway 16 in Neshoba County, Mississippi, on the Mississippi Band of Choctaw Indian Reservation. The Mississippi Band of Choctaw Indians' tribal reservation consists of eight communities of Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, Tucker, and one community in Henning, Tennessee. The CHC service population is approximately 10,000 tribal

members. The service area is a ten county area in East Central Mississippi. The CHC is a 180,000 square foot comprehensive health care facility with three satellite clinics in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The Community Health Technician (CHT) performs a broad range of duties designed to promote, educate and maintain public health in the Standing Pine community and coverage for the Red Water Community CHT. The incumbent has the responsibility for assuring the availability of a wide range of health services to the Choctaw people living in and around the Choctaw communities. The worksite and the nature of the work requires dedication, diligence, and a high degree of being able to function independently with minimal supervision. The eventual effect of services will be a more health oriented community and a more accessible health delivery system in the Standing Pine community. The CHT may assist as Clinic Clerk back-up, as needed.

**DUTIES AND RESPONSIBILITIES:**

1. The Community Health Technician will provide quality outreach services and health promotion and disease prevention services to the Standing Pine community.
2. Health Promotion is the provision of information and/or education to individuals, families, and communities that make positive contributions to their health status. Promotional activities include, and are not limited to:
  - cessation of tobacco use
  - reduction in the misuse of alcohol and drugs
  - improvement in nutrition
  - improvement in physical fitness
  - family planning
  - stress management
  - pregnancy and infant care
3. Disease Prevention includes teaching or promoting methods and/or measures that have been proven effective in avoiding illness and/or lessening its effects. Educational activities include, and are not limited to:
  - Immunizations
  - Control of high blood pressure
  - Control of sexually transmitted disease
  - Prevention and control of diabetes

- Accident and injury prevention
  - Water fluoridation
  - Control of infectious agents
4. Provides home health care services to follow-up on medical referrals; proactively makes routine visits to homes in the Standing Pine community to determine the existence of any personal health problems and/or environmental and social conditions adversely affecting the health of the family; assists patients and family members with understanding their health condition(s) and develops strategies to improve their health & well-being.
  5. Initiates and promotes primary prevention and education activities for public health awareness, including patient and group health education activities on various health topics in the home and in public settings, such as health fairs, and other community events; helps build understanding and support for healthier behaviors and lifestyle choices in the community.
  6. Be able to communicate effectively using culturally appropriate terms & concepts concerning the services or programs offered by Choctaw Health Center, contract health facilities, and other community resources serving the Standing Pine community, i.e. policies, procedures, eligibility criteria, contracts, etc. of the various programs and services; disseminates health information and health related educational materials to the community as appropriate.
  7. Identifies both private and public health organizations, institutions, and practitioners in the service area; establishes and maintains a close working relationship with these agencies, practitioners, & providers and assists them with becoming culturally relevant & responsive to the population they serve.
  8. Functions as a patient advocate; facilitates communication and client empowerment in interactions with health care/social service systems, on behalf of patients. Links patients to health care/social service resources.
  9. Obtain certification in the American Red Cross CPR/Standard First Aid Course; plans and coordinates First Aid Training sessions to interested parties; be able to provide emergency first aid, as necessary.

10. Performs errands for the Choctaw Health Center programs and contract health facilities such as delivery of medical supplies, messages, etc. to individuals in the community.
11. Be proficient in taking vital signs (blood pressure, temperature, height, weight, respirations, etc.); must attend training sessions.
12. Conducts special studies and/or surveys as required by the Choctaw Health Center; plans special health screening clinics and assists practitioner to conduct these specialty clinics.
13. Evaluates the type, amount, and quality of health services available to the community and recommends to the Director of Public Health Services any changes considered necessary to better meet the health needs of the community; advocates for local health needs of the community.
14. Follows-up on referrals for chronic cases and hospital discharges to assure patient compliance with physician orders, i.e., prenatals, diabetes, hypertension, tuberculosis patients, pap smear positives, and other at-risk groups.
15. Provides the Director of Public Health Services regular narrative and statistical reports covering highlights of activities.
16. Works with patients to identify available alternate resources such as Medicare, Medicaid, and CHIP; assists with application to these alternate resources or makes referral to appropriate agencies.
17. Must attend the TB update and certification course offered by the Mississippi State Board of Health. Must be able to read and interpret PPD's correctly.
18. Maintains a neat and orderly office; performs housekeeping chores as appropriate.
19. In the absence of the Community Health Technician – SP, the Community Health Technician – SP will cover the duties & responsibilities for the Red Water community.
20. Performs other related duties as assigned.

**WORK ENVIRONMENT:**

1. The incumbent will be based at the Red Water Clinic in the Red Water Community, Carthage, MS. Exposure to contagious diseases is possible in a clinic setting.
2. Ability to travel within the communities of service.
3. Ability to travel out of town for training.
4. Ability to work after regular service hours, which may include some evenings and some Saturdays.

**PHYSICAL DEMANDS (if applicable):**

1. Ability to bend, lift and carry objects of varying sizes..

**QUALIFICATIONS:**

1. High School Diploma or GED. (REQUIRED to be submitted with application.)
2. Must have access to adequate transportation with personal auto liability insurance and a valid driver's license. (REQUIRED to be submitted with application.)
3. Must be able to communicate effectively in both Choctaw and English.
4. Must have training or experience in basic computer skills.
5. Must have successful completion of criminal background check and drug test.
6. Must have at least two years of related work experience in the health field.
7. In accordance with the Choctaw Health Department Employee Health Program, a pre-employment physical examination is required.

**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