



Choctaw Health Center

ENVIRONMENTAL
HEALTH SERVICES
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

JOB ANNOUNCEMENT# 155111

Position Title: Environmental Health Specialist
Salary: Grade 7 (negotiable based on educational background)
Supervisor: Environmental Health Services, Director
Job Location: Choctaw Health Center/ Environmental Health Services
Type of Employment: Regular Full Time/Non-Exempt
Opening Date: **NOVEMBER 30, 2020** **NOV 30 2020**
Closing Date: **DECEMBER 14, 2020 OR UNTIL FILLED**

Scope of Service and Effect:

The Mississippi Band of Choctaw Indians reservation lands consist of 8 tribal communities, including Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker, in Mississippi and an additional tribal community in Henning, Tennessee. The Pearl River Community, located in Neshoba County, is the largest tribal community. Choctaw Health Center (CHC) is located off State Highway 16, in the town of Choctaw, Ms. The CHC is an 180,000 square foot comprehensive health center, including a 20-bed hospital, that serves approximately 11,000 tribal members. The CHC operates 3 satellite clinics in the tribal communities of Bogue Chitto, Conehatta and Red Water.

The goal of the Environmental Health Services (EHS) program is to protect the health and prevent diseases in members of the MBCI. The EHS program works closely with tribal, state and federal partners to address: 1) food safety, 2) vectorborne and communicable diseases, 3) on-site waste water and solid waste treatment/disposal systems, 4) occupational health and safety, 5) indoor air quality assessment and 6) epidemiological investigations of communicable disease outbreaks.

The Environmental Health Specialist is an entry level Environmental Science (ES) position that works in collaboration with local, state and federal agencies, including

Bureau of Indian Affairs, Indian Health Services, Environmental Protection Agency, and Rural Utilities Services-USDA. The ideal candidate is early in their professional career, outgoing, self-motivated, has excellent communication skills (both written and verbal), and is able to follow direction in the completion of project goals. This position requires the ability to prioritize projects under time constraints, keep accurate records, perform administrative duties, active participation with Environmental Health Services staff and interdepartmental communications, with the Choctaw Health Center, Office of Environmental Protection, Public Works (Choctaw Utilities and Tribal Maintenance) and Tribal Schools. This position will serve under immediate supervision of the EHS, Director.

Responsibilities and Duties:

1. Assists in implementing a comprehensive environmental health plan which is a part of the total health center program designed to elevate the health level of the Native American population.
2. Maintains close and cooperative working relationship with hospital staff, tribal officials, federal, state, and local health programs.
3. Provide seasonal mosquito spraying in eight Tribal communities;
 - a. Serve as the dedicated driver for operation of the sprayer truck.
4. Will help to inspect and evaluate individual and community wastewater disposal systems for compliance with recommended operating procedures.
5. Will aid the Environmental Health Technician in all communications and interactions with MBCI Tribal Members including collection of sensitive homeowner information, pictures and descriptions, used in creating a home inspection notice, onsite inspection notice or request for service memorandum.
6. Aid in the response to emergencies and investigate complaints, including food vendors general sanitation, vector control, water pollution, and air quality at Tribal properties and private residences.
7. Assess, monitor, conduct surveillance and provide written referrals of local health problems relative to environmental health.
8. Perform administrative duties, including answering the phone, typing inspection referrals, maintaining records of product and supplies, requisitions, and other duties normally associated with office management.
9. Implement services and projects of the EHS in accordance with EHS policies and procedures.
10. Communicates with Public Works, Office of Environmental Protection and Contractors regarding inspections, scheduling and instillation of wastewater treatment facilities for compliance with Tribal standards
11. Conducts pest control activities at private homes, hospital, and tribal facilities.
12. Assist in conducting epidemiological investigations of communicable disease outbreaks relative to environmental health.
13. Conducts rabies control activities under an overall environmental health program plan.
14. Participates in food safety inspections, surveys and investigations.

15. Utilizes appropriate electronic databases, including project planning and reporting programs to accomplish tasks.
16. Assists in providing transportation of Choctaw Health Department essential staff to and from work stations during inclement weather.
17. Work in capacity of specified objectives as delegated by the Environmental Health Services, Director.
18. Other duties as assigned, to include attending various meetings.

Work Environment

Administrative work is performed in the Environmental Health Services office at the Choctaw Health Center. Program activities will require work away from the office at various locations within the Choctaw communities.

Physical Demands (if applicable):

1. There is a considerable amount of walking/moving, bending, and lifting, often in excess of fifty pounds.
2. Must maintain the integrity of, and commitment to, patient confidentiality.
3. Must be able to handle frustrating circumstances in a calm and composed manner.
4. Must have a positive, friendly, and accommodating personality.
5. Must possess a strong work ethic and a team player mentality.

Qualifications:

1. Minimum educational requirement is an Associates in Science (AS) or Associates in Arts (AA) degree. (ATTACH COPY OF DIPLOMA TO APPLICATION)
2. A Mississippi Band of Choctaw Indians (MBCI) Tribal Member that is fluent in Choctaw language is preferred.
3. A Registered Environmental Health Specialist credentialed applicant will be given preference.
4. Ability to work with minimal supervision.
5. Ability to work flexible hours during mosquito spraying season and during the Choctaw Indian Fair.
6. Ability to do community environmental assessments and data collection and report findings.
7. Must be proficient on a personal computer and experienced with Microsoft Word, Excel, PowerPoint, and Publisher.
8. Must have reliable transportation and possess a valid Mississippi driver's license and automobile liability insurance. (ATTACH COPY/PROOF TO

APPLICATION)

9. Must have a current working telephone number at all times.
10. Within one (1) year of date of hire, must obtain and maintain certification from the National Environmental Health Association (NEHA) in one or more of the following areas:

- (a) Certified in Comprehensive Food Safety (CCFS)
- (b) Certified Professional in Food Safety* (CP-FS)
- (c) Certified Environmental Health Technician (CEHT)
- (d) Registered Environmental Health Specialist* (REHS)

* "In Training" status is acceptable for CP-FS and REHS certification.

11. Within one (1) year of date of hire, must obtain and maintain certification from Cat. 8 Certified Commercial Pesticide Applicator Certificate.
12. Within one (1) year of date of hire, must obtain and maintain certification from Servsafe Certification.
13. Successful completion of criminal background investigation and pass a pre-employment drug test.
14. Must be cleared through Motor Vehicle Report (MVR) and MBCI Vehicle Safety policy to be approved to drive program vehicles.

****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 persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up 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

IF INTERESTED, SEND APPLICATION TO:

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