



## Choctaw HealthCenter

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

### JOB ANNOUNCEMENT# 558111

Position Title: Environmental Health Temporary – 3 Positions  
Salary: Grade 7  
Supervisor: Environmental Health Services, Director  
Job Location: Choctaw Health Center/ Environmental Health Services  
Type of Employment: Temporary (Casual Full Time)/Non-Exempt  
Opening Date: **DECEMBER 15, 2020** **DEC 15 2020**  
Closing Date: **DECEMBER 29, 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 Temporary Hire is an entry level Environmental Science (ES) position that works in a group setting to identify and mitigate the spread of COVID-19 on

Mississippi Band of Choctaw Indians (MBCI) Tribal lands. This position will provide routine cleaning and disinfect Choctaw Health Center programs and MBCI Tribal departments. This position will work in collaboration with Choctaw Health Center programs (Environmental Services (EVS), Maintenance, Environment of Care (EOC), Public Health (PH) and Infection Control). 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 will serve under immediate supervision of the EHS, Director.

#### Responsibilities and Duties:

1. Work in a group setting to implement 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. Maintain a close and cooperative working relationship with hospital staff, tribal officials, federal, state, and local health programs.
3. Provide routine cleaning and disinfect identified programs within the Choctaw Health Center.
4. Provide routine cleaning and disinfect MBCI departments outside of the Choctaw Health Center.
5. Wear Hazardous Material Personal Protective Equipment (PPE): including mask (P100 respirator or N95), Coveralls, Goggles and Gloves.
6. Operate equipment, including high intensity lighting and low volume (Electrostatic or ULV) sprayers.
7. Wipe down high touch surface areas, including doorknob, chairs, desk, furniture and equipment, in laboratory, classroom, and office settings.
8. Comply with procedures for chemical storage and disposal of hazardous waste.
9. Perform administrative duties, including answering the phone, maintaining records of product and supplies, and other duties normally associated with office management.
9. Implement services and projects of the EHS in accordance with EHS policies and procedures.
10. Other duties as assigned by the Environmental Health Services, Director.

#### 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 a High School diploma or equivalent. (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. Ability to work with in group setting.
4. Ability to work a flexible schedule hours night and weekends.
5. Must have a current working telephone number at all times.
6. Successful completion of criminal background investigation and pass a pre-employment drug test.

**\*\*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