



Choctaw Health Center

Public Health Services
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

MISSISSIPPI BAND OF CHOCTAW INDIANS

JOB DESCRIPTION #083120

POSITION TITLE: Licensed Practical Nurse/Conehatta Clinic

OPEN DATE: DECEMBER 23, 2020 **DEC 23 2020**

CLOSE DATE: JANUARY 06, 2021 OR UNTIL FILLED

SALARY: Tribal Pay Scale Grade 8

SUPERVISOR: Director, Public Health Services

TYPE OF EMPLOYMENT: Regular, Full Time, Non Exempt, Essential

JOB LOCATION: Conehatta Health Clinic/Choctaw Health Center

SCOPE OF SERVICE AND EFFECT:

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.

The Choctaw Health Center is a twenty bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities of Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the Tribe's population across a ten county area in East Central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

This position with the Choctaw Health Center is located at the Community Rural Health Clinic on the Choctaw Reservation. The incumbent is administratively supervised by the Director of Public Health Services.

Clinically, the incumbent is under the supervision of the Rural Health Clinic primary care practitioner. Services are provided to infants, pediatrics, adolescents, adults, and geriatric patients.

DUTIES & RESPONSIBILITIES

1. Provide direct patient care at the Rural Health Clinic within the scope of practice for the Licensed Practical Nurse.
2. Assists the primary care practitioner during screening or procedural activities.
3. Observes changes in the patient's mental/physical status, behavior patterns, symptoms, progress and results of therapy, as indicated and takes corrective action and documents findings, within the scope of an LPN.
4. Administers therapeutic measures as prescribed by the physician, such as, heat and cold application; medication administration; eyes, ear and wound irrigations; NG and foley insertion; suctioning; and other measures within the scope of the LPN.
5. The LPN interviews the client and clients' family members, reviews health records and evaluates the client's health and/or social needs.
6. Gives patient care by taking the patient's blood pressure, temperature, pulse, respirations, O2 saturation, height, weight, and pain assessment. Head circumference measurement for those aged 12 months or less. Does triage of patients in order to provide specialized care to those patients who need immediate care.
7. The LPN administers and charts in EHR & MIIX vaccinations, injections and etc. as ordered by a Provider. The LPN nurse maintains the vaccination refrigerator and freezer as directed by the Vaccine for Children program guidelines. The LPN keeps an inventory and orders vaccinations as needed through MIIX online in

the Vaccine for Children Program.

8. Performs specialized testing procedures such as obtaining blood specimens for analysis, urinalysis, etc. with appropriate documentation.
9. May assist the Nurse Practitioner in IV fluid initiation and help maintain proper flow after regulation by the nurse. LPNs certified in IV Therapy, with valid confirmation, may initiate and maintain IV fluids, within the scope of an LPN.
10. Responsible for the measurement, administration, and charting of medication. Makes judgements in administering certain medications, using practical knowledge of effect and patient tolerance to medication.
11. Maintains basic knowledge of usual dosages. Checks with the primary care practitioner or physician when in doubt about dosage, mode of administration, etc. Maintains records of medication given and observation of patient reaction. Notifies practitioner or physician immediately on any adverse reaction.
12. In the clinic, assembles equipment and supplies, sets up for and assists with therapeutic and diagnostic procedures, maintains proper flow of patients to examining rooms. Initiates patient response.
13. Assists the primary care practitioner in providing a full range of emergency services including life-saving emergency procedures in order to stabilize a patient sufficiently for transporting to another facility.
14. Promotes continuity of patient care by relevant health education, follow-up visits at the clinic or, in some cases, the patient's home.
15. Assists in evaluating total health care needs of the patient and helps the primary care practitioner develop plans to meet those needs.
16. Prepares and submits narrative and statistical reports on clinic activities to the Director of Public Health Services on a monthly & quarterly basis. Also submits required reporting for Quality Management to the Quality Management Coordinator.

17. As a member of the Public Health Services team, the clinic LPN will participate in planning and establishing priorities in meeting health needs and health screenings in each community.
18. Must obtain and maintain CPR/First Aid certification through the American Red Cross. If certification paid by CHC, it will be a mandatory one (1) year of healthcare service to the facility.
19. The Licensed Practical Nurse makes a continuing effort to increase skills and knowledge while improving the quality of care in the community.
20. Perform all other duties as assigned.

PROFESSIONAL REQUIREMENTS

1. Adhere to dress code, appearance is neat and clean.
2. Maintain patient confidentiality at all times.
3. Report to work on time and as scheduled.
4. Wear identification while on duty.
5. Maintain regulatory requirements, including all state, federal and local regulations.

QUALIFICATIONS:

1. Must have a current Licensed Practical Nurse license by examination from the Mississippi Board of Nursing.
2. Minimal educational requirement: Basic practical nursing progress must have been completed in a nursing program approved by the Mississippi State Department of Education, or one approved by a legally designated state accrediting entity, at time of completion.
3. Must be culturally competent to meet the needs of the Native American (MBCI) population.
4. Must possess adequate transportation, auto liability insurance, and a valid driver's license. (Required)
5. Must be able to communicate well with patients and staff.
6. Must have training or experience in basic computer skills.
7. Must have successful completion of criminal background check and drug test.
8. Must have at least two years of related work experience in the

health field.

9. In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required.

WORK ENVIRONMENT:

1. Work is performed in the Conehatta Rural Health Clinic, Conehatta, MS. The incumbent will be required to work 4 ten hour days to carry out evening duties. There is common exposure to contagious disease. There is common exposure to contagious diseases. There may be encounters with hostile patients and /or family members
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):

Ability to bend, lift and carry objects of varying size.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

*****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 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.

IF INTERESTED, SEND APPLICATION TO:

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