



Choctaw Health Center

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

JOB ANNOUNCEMENT

POSITION TITLE: Public Health Contact Tracer (2 POSITIONS)

SALARY: Grade 12

SUPERVISOR: Director, Public Health Services

JOB LOCATION: Choctaw Health Center-Public Health Services

TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt/Essential
(Not to Exceed 11 months. This is a grant funded position)

OPENING DATE: JUNE 30, 2020

CLOSING DATE: JULY 07, 2020 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

Mission Statement: The Mission of the Choctaw Health Center 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 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 11,000 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. Services of the clinics are provided to infants, pediatrics, adolescents, adults, and geriatric patients.

GUIDANCE AND SUPERVISION:

The Public Health Contact Tracer (PHCT) functions with minimal day-to-day supervision in the performance of paraprofessional public health duties, consultation, educational services for patients with communicable disease, assumes responsibility for tasks in contact tracing. The PHCT will providing information on the management of communicable disease for patients in all age groups from infancy to geriatrics. The program is funded by a 11-month grant project and employment is only for the duration of the grant. The work schedule will be determined by candidate and Program Director to meet the needs of the program.

WORK ENVIRONMENT:

Work is performed in a rural environment. The Public Health Contact Tracer may be required to work more than eight hours per day to carry out some weekend & evening duties. The PHCT will be based in the Pearl River Community at the Choctaw Health Center/Public Health Services. There is common exposure to contagious disease(s).

DUTIES AND RESPONSIBILITIES:

1. Under general supervision, interviews, evaluates, and monitors clients, provides education, guidance and isolation/quarantine parameters based on Centers for Disease Control and Prevention (CDC) as well as Choctaw Health Center & Public Health Services recommendations for those individuals who meet case definition for a confirmed, suspect, or probable case of a communicable disease.
2. Interviews cases to establish the case history. Enters and maintains all patient information in the patient's electronic health record (EHR) on the CHC EHR System.
3. Records and establishes the description and timeline of onset of symptoms and interviews case to determine all possibly exposed individuals.
4. Obtains contact information for each of those individuals.
5. Explains information and recommendations regarding isolation and quarantine parameters, services available to case/contacts, and monitors case/contacts for ongoing needs and gives instruction to case/contacts for disease clearance.
6. Assists PHN/Contact Tracer to develop an appropriate plan for case/contact which may include referral to another professional.
7. Maintains detailed records of cases/contacts and assemble these into periodic reports.
8. Data entry and familiarity with computer software programs.
9. Answers telephone inquiries.

10. May be involved with contact tracing duties related to quarantine and monitoring of contacts.
11. Maintains appropriate records, prepares daily reports, initiates follow-up referrals to PHN/CT
12. Participates in in-service training & education programs for PHS and hospital personnel.
13. The PHCT will assume other duties as assigned by the Director, Public Health Services.

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. Minimal educational requirement: High School Diploma or equivalent. Completion of a two-year degree preferred. (ATTACH COPY OF DEGREE/PROOF TO APPLICATION)
2. Minimum of 1-year experience in related field.
3. Must fluently speak in the Choctaw language.
4. Must fluently speak in the English language.
5. Must possess adequate transportation, auto liability insurance, and valid driver's license. (ATTACH COPY/PROOF TO APPLICATION)
6. Should have basic computer skills. Some knowledge of data entry and word processing (Microsoft Word, Excel, Power Point, etc.) will be helpful in this position.
7. Length of experience is not of itself qualifying. The applicant's work experience must be of quality and scope sufficient to enable applicant to perform the duties of the position. Applicants will be evaluated on such factors as planning, organizing, communicating, decision-making, and directing. All other factors being equal, preference will be given to persons whose experience most closely relates to the work planned for the person holding this position.
8. Successfully complete a background check and pass a pre-employment drug test.

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**