



Choctaw Health Center

Behavioral Health
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4150

JOB ANNOUNCEMENT #554377

POSITION: Project Data Support Specialist (CEMHSUD)

SALARY: Grade 12

SUPERVISOR: Clinical Director/CEMHSUD Project Director

JOB LOCATION: Choctaw Health Center and Outlying Clinics

TYPE OF EMPLOYMENT: Regular FullTime/Non-Exempt/Essential

Opening Date: JULY 14, 2020

Closing Date: JULY 28, 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 health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

The Project Data Support Specialist will coordinate all clerical and data activities for project personnel and contractors providing services to the project. This is a grant funded position that is awarded for 16 months; employment is contingent upon the duration of the grant award period.

Duties and Responsibilities:

1. Utilizes advanced computer skills in creating documents, storing information, processing, tracking data, scheduling meeting, and filing reports.

2. Performs a variety of routine typing, word processing and general clerical duties to assist and support project staff.
3. Maintains an inventory of project equipment, supplies, and other materials and processes required to keep project appropriately supplied.
4. Assist the Project Staff with compiling and tracking local resources and contacts.
5. Demonstrate a high level of proficiency in oral and written communication s.
6. Maintain a high degree or organizational and time management skills.
7. Demonstrate a detail- oriented approach to daily duties.
8. Work effectively with project and program staff by planning and anticipating needs
9. Assist with interviews to collect data from participants for reporting purposes.
10. Attend all project team meetings
11. Track and submit information for project progress reports.
12. Other duties as assigned by supervisor

Work Environment:

The primary location for this position will be at Behavioral Health department within the Choctaw Health Center; duties to be performed in all communities on the reservation. Travel is required.

PHYSICAL DEMAND:

The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and/or visitors.

Qualifications:

1. A Bachelor's degree in business administration, health administration or related field.
2. The incumbent must have a minimum of (2) years of experience working as an administrative assist in a related discipline.
3. Must have dependable transportation and a valid Mississippi driver's license and liability insurance as required by state law; and clearance to operate a tribal vehicle.
4. Must be submitted to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990 and produce a negative drug screen prior to full consideration for employment.
5. Must provide and maintain a negative drug screen prior to beginning and maintain throughout services.
6. Must maintain a code of behavior as outlined in the Tribal Code of Behavior and in CHC Professional Code of Conduct.

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