



Choctaw Health Center

ENVIRONMENTAL
HEALTH SERVICES
210 Hospital Circle
Choctaw, MS 39550-6781
601.389.4250

JOB ANNOUNCEMENT# 553111

Position Title: Environmental Health Technician
Salary: Grade 12 (negotiable based on experience)
Supervisor: Environmental Health Services, Director
Job Location: Choctaw Health Center/Environmental Health Services
Type of Employment: Regular Full Time/Non-Exempt
Opening Date: **OCTOBER 16, 2020** **OCT 16 2020**
Closing Date: **OCTOBER 30, 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, 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 Environmental Health Services, 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. Implement a comprehensive environmental health program for the MBCI utilizing acceptable environmental health protocols.
4. Aid in the inspection and issuing of food service permits by:
 - a. Serving as the initial point of contact to gather information for the completion of the 2020 Mississippi Band of Choctaw Indians Application For Temporary Food Establishment Permit.
 - b. Aid in the issuing of temporary food permits during the Choctaw Indian Fair and for community events, each require a training session and inspection.
5. Work in a collaborate effort with Tribal programs, including Office of Engineering Services, Public Works (Choctaw Utilities and Tribal Maintenance) and Office of Environmental Protection, on Sanitation Facilities Construction projects, under the authority of PL 86-121, to:
 - a. Serving as the initial point and gather information to identify potential health risks in the community.
 - b. Create a written request for service memorandum.
 - c. Create an onsite inspection notice or home inspection notice
 - d. Observe instillation of an Individual Onsite Wastewater Treatment System (IOWTS).
 - e. Coordinate residential maintenance services and routine inspections with Tribal Maintenance "On-site wastewater crew".
6. Respond to emergencies and investigate complaints including, but not limited to, general sanitation, vector control, water pollution, and air quality at Tribal properties and private residences.
 - a. Be respectful in the collection of sensitive homeowner information including:
 - 1) Name 2) Address 3) Description of complaint and 4) Pictures.
7. Utilizes appropriate electronic databases, including project planning and reporting programs to accomplish tasks.

8. Aid in providing educational activities, presentation, recommendations, and information, as it relates to communicable and vector borne disease, to public, housekeeping staff and healthcare providers/staff at the Choctaw Health Center and outlying health clinics.
9. Will assist in the development and delivery of presentations and outreach material.
10. Assists in the inspection and evaluation of environmental health conditions at tribal facilities and institutions.
11. Conducts rabies control activities under an overall environmental health program plan.
12. Assists in conducting epidemiological investigations, evaluate environmental factors, and prepares written reports for review by supervisor based on findings and recommendations.
13. Assists in the collection of environmental health data for use in evaluating environmental health needs, and for the planning and organizing of an effective environmental health program.
14. Prepares routine reports and correspondence for the environmental health program.
15. Establishes and maintains accurate program records under the direct supervision of the Environmental Health Services, Director.
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 a Bachelor of Science (BS) degree; A

BS in Environmental Science, Environmental Geo Science, Natural Resources or Plant and Soil Science is preferred. (ATTACH COPY OF DIPLOMA TO APPLICATION)

2. A Registered Environmental Health Specialist credentialed applicant will be given preference.
3. Ability to work with minimal supervision.
4. Ability to work flexible hours during mosquito spraying season and during the Choctaw Indian Fair.
5. Ability to do community environmental assessments and data collection and report findings.
6. Must be proficient on a personal computer and experienced with Microsoft Word, Excel, PowerPoint, and Publisher.
7. Must have reliable transportation and possess a valid Mississippi driver's license and automobile liability insurance. (ATTACH COPY/PROOF TO APPLICATION)
8. Must have a current working telephone number at all times.
9. 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.

10. Within one (1) year of date of hire, must obtain and maintain certification from Cat. 8 Certified Commercial Pesticide Applicator Certificate.
11. Within one (1) year of date of hire, must obtain and maintain certification from Servsafe Certification.
12. Within one (1) year of date of hire, must obtain and maintain certification from MSDH Certified Septic Installer.
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