



Choctaw Health Center  
Administration  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4250

**JOB ANNOUNCEMENT # 556138**

**POSITION TITLE:** Health Screener Supervisor  
**SALARY:** Grade 10  
**SUPERVISOR:** Director of Nursing  
**TYPE OF EMPLOYMENT:** Temporary (Casual Full-Time)/Non-Exempt/Essential  
**OPENING DATE:** SEPTEMBER 02, 2020 SEP 02 2020  
**CLOSING DATE:** SEPTEMBER 09, 2020 OR UNTIL FILLED  
**JOB LOCATION:** 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 11,000 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 is a temporary position for additional staffing needs for the COVID-19 pandemic.

Under the general supervision of the Director of Nursing, the purpose of the Health Screening Supervisor is to plan, evaluate, and supervise the activities of non-licensed personnel who provide health screening to patients, visitors, vendors, and employees

who present to the Choctaw Health Center or one of the three satellite clinics (Bogue Chitto, Conehatta, or Red Water) for services. These activities would be monitored closely to assure the prevention of spread of the COVID-19 virus within the facility.

#### **DUTIES AND RESPONSIBILITIES:**

1. Oversees activities of the Health Screener/Runner personnel.
2. Provides direct oversight of the Health Screening Process and updates process and protocols as needed with the continuous change of the COVID-19 response.
3. Responsible for the training and education of staff. Informs employees about management policies, procedures, goals and objectives, which directly relates to the department.
4. Incumbent shall adhere to the facility guidelines for personal protection while on shift.
5. Assures that the quality of work is acceptable.
6. Requisitions and maintains departmental supplies and/or equipment and assures that supplies are used economically.
7. Shares with other departments, in the responsibility of providing a clean, safe and orderly environment for the staff and clients.
8. Will store and file health screening forms daily.
9. Submits monthly and quarterly reports/records of events for the department to the Director of Nursing.
10. Reviews Timeforce records regularly, in correlation with the Nursing Department, for adequate payroll purposes.
11. Follow policies for Privacy, Confidentiality, HIPAA, and standard of Professional Code of Conduct at all times.
12. Will work as Health Screener/Runner should the need arise. This includes transportation of supplies, escorting patients to other departments, and other runner needs.
13. Will ensure that Health Screening area is kept cleaned, sanitized, and organized.
14. Perform other duties and responsibilities as assigned by Supervisor.

## WORK ENVIRONMENT:

The primary work setting for the position is based at the Choctaw Health Center in the Pearl River Community, Choctaw, MS. Incumbent will make routine follow up visits with the employees assigned to the Outlying Clinics. There is common exposure to contagious diseases. The ability to cope with a stress-laden environment is essential.

## PHYSICAL DEMANDS (if applicable):

Ability to bend, lift and carry objects of varying size and weight. This position requires a considerable amount of walking/movement.

## QUALIFICATIONS:

1. High School Diploma or GED. (Required) **Must be attached to the application.**
2. Associate's Degree in healthcare related field preferred.
3. Previous Management experience preferred.
4. Must possess adequate transportation, auto liability insurance, and a valid driver's license. (Required)
5. Ability to communicate in Choctaw and English. Communication in Choctaw is preferred.
6. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle the hostile and disgruntled client.
7. Must possess a current working telephone number at all times. **(Required)**
8. Must be willing to work evening and/or night shifts, the weekends and holidays. **(Required)**
9. Must have successful completion of criminal background check and drug test. **(Required)**

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