



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

JOB ANNOUNCEMENT # 555138

POSITION TITLE: Health Screener/Runner (2 positions)
SALARY: Grade 7
SUPERVISOR: Health Screening Supervisor
TYPE OF EMPLOYMENT: Temporary (Casual Full-Time)/Non-Exempt/Essential
OPENING DATE: SEPTEMBER 28, 2020 **SEP 28 2020**
CLOSING DATE: OCTOBER 05, 2020 OR UNTIL FILLED
JOB LOCATION: Choctaw Health Center/Designated Field Clinic as assigned

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 and Health Screening Supervisor the Health Screener/Runner will be responsible for screening of patients,

visitors, vendors, and employees specifically for COVID-19 symptoms, as a means of prevention of spread within the facility.

The job location of the health screener/runner will be the Choctaw Health Center or at the designated satellite clinics as assigned (Bogue Chitto, Conehatta, or Red Water).

DUTIES AND RESPONSIBILITIES:

1. Greet all patients and visitors to the Choctaw Health Center or one of the assigned satellite clinics (Bogue Chitto, Conehatta, or Red Water) in a friendly and courteous manner.
2. Provides a general health screening, including a health questionnaire in relation to the COVID-19 pandemic to all patients, visitors, vendors, and employees entering the facility.
3. Administers and interprets the temperature of individual(s) utilizing infrared and/or oral thermometers according to the manufacturer's instructions.
4. Incumbent shall adhere to the facility guidelines for personal protection while on shift.
5. Document on the designated screening form the findings and results of the Health Screening.
6. Provide direction to the general public on entry points to ensure the practice of social distancing.
7. Provide masks, if needed, to the general public entering the facility.
8. Reports cases of positive and negative responses of the medical questionnaire according to established protocols to the Health Screener Supervisor.
9. Put on (Don) and remove (Doff) PPE as required within the protocol for performing health screening.
10. Sanitize work area regularly.
11. Will act as a runner if needed for other departments. This includes transportation of supplies, escorting patients to other departments, and other runner needs.
12. Follow policies for Privacy, Confidentiality, HIPAA, and standard of Professional Code of Conduct at all times.
13. Will 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 or one of the three satellite clinics (Bogue Chitto, Conehatta, Red Water). 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. There is a considerable amount of walking/moving.

QUALIFICATIONS:

1. High School Diploma or GED. (Required) **Must be attached to the application.**
2. Ability to communicate in Choctaw or English. Communication in Choctaw is preferred.
3. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle the hostile and disgruntled client.
4. Must possess a current working telephone number at all times. (Required)
5. Must be willing to work evening and/or night shifts, the weekends and holidays. (Required)
6. Must have successful completion of criminal background check and drug test with acceptable results. (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