



Choctaw Health Center

INFORMATION
TECHNOLOGY
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4444

JOB ANNOUNCEMENT # 560109

Position Title: Network Privacy Security Officer
Salary: Grade 18
Supervisor: Network Administrator
Job Location: Choctaw Health Center-IT Department
Type of Employment: Regular Full-Time/ Non-Exempt
Opening Date: APRIL 16, 2021 APR 16 2021
Closing Date: APRIL 30, 2021 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 Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities in Mississippi Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, Tucker and Henning Tennessee. 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.

The position of the Network Privacy Security Officer is assigned under the general direction and supervision of the Network Administrator, Choctaw Health Center, or designated individual. This position is responsible for planning and carrying out security

measures to protect the Choctaw Health Center computer networks and systems. The Network Privacy Security Officer protects computer files against unauthorized modification, destruction, or disclosure of information. The Network Privacy security officer will also be trained to do this on correction of errors or changes in individual employee excess status. The Network Privacy Security Officer is also responsible for monitoring the computer system, which includes the use of hardware, software, data files, and computer viruses and security violations.

RESPONSIBILITIES AND DUTIES:

1. Works closely with the Network Administrator and Accreditation/Privacy Officer to assist the organization in maintaining secure work practices.
2. Will be responsible for managing all ongoing activities related to the development, implementation, maintenance of and adherence to the organization's policies and procedures relating to the privacy and security of, and access to, patient protected health information (PHI) in compliance with regulatory accreditation organizations, federal and state laws and the privacy practices of the healthcare organization.
3. Research, develop, test, implement and review periodically CHC information security to protect information and unauthorized access of the CHC networks and computer hardware/software. Responsible for performing initial and periodic information security risk assessments. Conducts related compliance monitoring activities in coordination with the organization's other compliance and operational assessment functions.
4. Informs users about security measures and explains potential threats, installs software, implements security measures, and monitors the CHC networks.
5. Define, create, and maintain with the documentation for certification and accreditation of each information system in accordance with government requirements.
6. Is responsible for maintaining the security of information technology systems and for establishing functioning external barriers such as fire walls and other intrusion detection security measures. Establishes a mechanism to track access to PHI and provides a report on such activity to the HIPAA/Privacy Compliance Committee.
7. Reviews the information technology systems to identify potential security weaknesses, recommend improvements to vulnerabilities, implement changes, and document the upgrades. Reviews and evaluates all information security plans throughout the organization and ensures alignment between security and privacy practices.
8. Responsible for the security of the ePHI and PHI.
9. Updates security standards as necessary. Responsible for the prevention, detection, containment, and correction of security breaches. Participates in

resolving problems with security violations.

10. Maintain and inventory of hardware and software within the hospital and satellite clinics.
11. Coordinates the development of a contingency plan in incident response ensuring that the plan is tested and maintained.
12. Ensuring risk analysis is completed to determine cost effectiveness and essential safeguards.
13. Ensuring an annual Penetration test is conducted to determine if essential safeguards are working.
14. Attend security awareness and related training programs and distributes security awareness information to the user community as appropriate.
15. Reports security incidents, including viruses and any other in accordance with established procedures.
16. Maintains a quarterly report of security for the CHC Networks, hardware, and software, also a yearly review of security policies and procedures.
17. Must be able to work with Nashville Area Office (NAO) security team, Network operations and support center (NOSC) who manages the wide area network.
18. Performs a wide variety of duties which entail considerable judgement and creativity to define problems using new and existing methods, techniques, and procedures to meet CHC needs. Must understand all ramifications and effects of any changes made to the CHC computer systems.
19. Responsible for the work of any other CHC staff detailed to information technology security. Most errors could be detected during proofing procedures; however, undetected errors could range in severity from slight to affecting the entire hospital operation.
20. Provides information to the CHC Health Director on which operational or financial decisions could be based.
21. Perform all duties according to established safety guidelines and travel policies.
22. Safeguards information system assets by identifying and solving potential and actual security problems.
23. Protects system by defining access privileges, control structures, and resources.
24. Recognizes problems by identifying abnormalities, reporting violations.
25. Implements security improvements by assessing current situation; evaluating

trends; anticipating requirements.

26. Determines security violations and inefficiencies by conducting periodic audits.
27. Upgrades system by implementing and maintaining security controls.
28. Keeps users informed by preparing performance reports, communicating system status.
29. Performs other duties as assigned by Supervisor.

WORK ENVIRONMENT

This position will be centrally located at the Choctaw Health Center, providing service to the outlying community (satellite) clinics as needed. May be required to be on call 24/7.

PHYSICAL DEMANDS

The applicant must be able to lift and move heavy boxes, furniture, computer equipment, and computer supplies. Must be able to work in tight spaces, climb ladders and steps.

QUALIFICATIONS:

1. Must have a Bachelor of Science degree in computer science with at least 1-year experience as a Network Security Officer (Preferred). Attach a copy to the application.
2. Certified Information systems Security Professional (CISSP), Certified Ethical Hacker (CEH), CompTIA Security+, CompTIA Network+, Certified Penetration Tester (CPT), Certified Expert Penetration Tester (CEPT), Certifications preferred Systems Security Certified Practitioner (SSCP), Cisco Certified Network Professional (CCNP), Cisco Certified Security Professional (CCSP). Any of these preferred.
3. Equivalent education, experience and/or training may be substituted for the degree requirements.
4. Additional relevant system or clinical experience with Microsoft Products, Apple products, Android products and related applications. 18-24 months in this position would be necessary to profound proficient in both spaces of the job.
5. Requires the ability to plan, supervise and coordinate all activities related to information technology security. Must be able to collect information, decipher information and draw conclusions from the information to test future computer security needs.

6. Requires the ability to maintain specific records, files, logs and to compile data to generate required documentation and reports for all security incidents.
7. Ability to work independently and to carry out assignments to completion with minimal instructions.
8. Ability and willingness to assume responsibility for accuracy and timeliness of work product.
9. Motivated individual with proven initiative.
10. Customer service acumen, approachable.
11. Must possess a valid Mississippi driver's license, reliable transportation, and vehicle liability insurance (Required). Attach a copy to the application.
12. Successful completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program a pre-employment physical examination is required and an annual physical examination during employment.

*****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

Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350