



Choctaw Health Center
Nursing
210 Hospital Circle
Choctaw, MS 39350-6781
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JOB Announcement # 480141

POSITION: Ward Clerk/CNA
SALARY: Grade 7
SUPERVISOR: Director of Nursing Service
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-time/Non-Exempt
OPENING DATE: MARCH 26, 2021 **MAR 26 2021**
CLOSING DATE: APRIL 09, 2021 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

The Choctaw Health Center is centrally located in Choctaw, Mississippi off of State Highway 16W on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 (+) members of the tribe's population across a 10 county area in Central Mississippi. The facility is a 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The position of Ward Clerk/CNA (full-time) is stationed within the Choctaw Health Center at Choctaw, Mississippi. The purpose of the position is to provide nonprofessional nursing care and services of a complex nature, involving extensive standardized procedures as well as supportive and/or clerical duties to the nursing personnel and healthcare providers.

The hospital consists of a 20 bed Inpatient Unit, Primary Care Clinic, and an Emergency Department. Services are provided to the general medical, pediatrics, adolescents, adult, and geriatric clients of the Choctaw Health Center.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the general upkeep of the area.
2. Preserves confidentiality of patient information in accordance with the Privacy Act.
3. Position requires courteousness, tactfulness and good judgement in dealing with incoming calls.
4. The Ward Clerk will act as a Receptionist for the department assigned making contact with patients, visitors, personnel, salesmen, etc.
5. The Ward Clerk will handle the paging system for the department.
6. Ability to provide nonprofessional nursing care to all age groups; such as obtaining vital signs and assisting with patients' activities of daily living, etc.
7. Assists in the general upkeep of supplies, and cleaning of instruments/equipment to any area assigned.
8. Access to Electronic Health Record for patient information in the performance of duties and maintains the confidentiality of patient information at all times.
9. Shares in the responsibility for preparing reports of occurrences, both usual and/or unusual, to the area he/she is assigned too.
10. Will assist the medical and nursing staff within scope of profession.
11. Will be subject to call-back duty to the hospital in order to provide adequate nursing coverage.
12. Shares rotational weekend call-back coverage. Call-back duty begins at 4pm – Friday through 8am – Monday. **Holiday:** Duty hours will extend 1 day before or 1 day after regular time to ensure nursing coverage.
13. Will adhere to the established policies and procedures of Choctaw Health Center.
14. Personnel must maintain a Violence Free, Drug/Free/Alcohol Free Workplace as per Nursing Policy (3-4.2KKK) and Tribal Administration Policy (CHO-136-89).
15. Will perform all other duties as assigned by supervisor.

GUIDANCE AND SUPERVISION

General direction and supervision are provided by the Director of Nursing Service. Direct guidance and supervision are provided by the assigned Charge Nurse or Nurse Supervisor. Performance is evaluated in accordance with written standards of the position.

WORK ENVIRONMENT

There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients' and/or visitors. The work requires a considerable amount of time standing/walking, bending and/or lifting, often in the excess amount of 50 pounds, when helping patients. The ability to cope with constant change in a stress laden environment is required.

QUALIFICATIONS

1. Must have a High School Diploma or GED Equivalent.
2. Proof of Nursing Assistant Certification. * **REQUIRED (Attach copy)**
3. Must be willing to work weekends, holidays, and evening/night tour.
4. Current BLS certification. **(Attach copy)**
5. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle the hostile and disgruntled client.
6. Must have a current working telephone number at all times.
7. Must have reliable transportation, possess a valid Mississippi driver's license and automobile liability insurance. * **REQUIRED (COPY OF PROOF MUST BE ATTACHED TO APPLICATION)**
8. Successful completion of criminal background investigation and pass pre-employment test.
9. If participating in job-related continuing education/certification, he/she is required to provide service to the facility, for a minimum of one year, after last CEU/certification attendance.

In accordance with the Choctaw Health Center Employee Health Program, a 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.

This position requires licensure and /or certification and qualifies under section V (D) of the Administrative Policy and Procedures whereby a job announcement is not necessary nor does a waiver of the Native American Preference need to be secured for hiring of a non-Indian.

IF INTERESTED, SEND APPLICATION TO:

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