



## Choctaw Health Center

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Public Health Services  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4110

### MISSISSIPPI BAND OF CHOCTAW INDIANS

#### JOB ANNOUNCEMENT # 087402

**POSITION TITLE:** Community Health Technician (4)  
**SALARY:** Tribal Pay Scale Grade 8  
**SUPERVISOR:** Director, Public Health Services  
**JOB LOCATION:** Choctaw Health Center - Public Health Services  
**TYPE OF EMPLOYMENT:** Full Time, Non-Exempt, Temporary NTE 9/30/2022  
**OPEN DATE:** NOVEMBER 02, 2021 **NOV 02 2021**  
**CLOSE DATE:** NOVEMBER 16, 2021 OR UNTIL FILLED

***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.*

#### SCOPE OF SERVICE AND EFFECT:

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of State Highway 16 in Neshoba County, Mississippi, on the Mississippi Band of Choctaw Indian Reservation. The Mississippi Band of Choctaw Indians' tribal reservation consists of eight communities of Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, Tucker, and one community in Henning, Tennessee. The CHC service population is approximately 11,000 tribal members. The service area is a ten county area in East Central Mississippi. The CHC

is a 180,000 square feet health care facility with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The Community Health Technician (CHT) performs a broad range of duties primarily associated with COVID-19 response. The incumbent has the responsibility to assist in the provision of preventive measures and documentation relative to COVID-19 response. The nature of the work requires dedication, diligence, and a high degree of being able to function independently with minimal supervision. The eventual effect of services will be a community protected from COVID-19. The CHT will be assigned tasks reflective of a team concept in public health.

**This Community Health Technician position is funded through September 30, 2022, but may be extended pending availability of funds.**

**DUTIES AND RESPONSIBILITIES:**

1. The Community Health Technician will provide quality outreach services and health promotion and disease prevention services primarily associated with COVID-19 response. Health Promotion is the provision of information and/or education to individuals, families, and communities that make positive contributions to their health status. Disease Prevention includes teaching or promoting methods and/or measures that have been proven effective in avoiding illness and/or lessening its effects.
2. Makes home visits to follow-up on Public Health and medical referrals; assists patients and family members with understanding their health condition(s) relative to COVID-19.
3. Participates in health promotion, prevention, and education activities including awareness campaigns and outreach in public settings such as health fairs and other community events.
4. Be able to communicate effectively using culturally appropriate terms & concepts regarding services offered by Public Health Services and Choctaw Health Center.
5. Serves as a patient advocate; facilitates communication and client empowerment in interactions with health care providers.

JOB ANNOUNCEMENT  
COMMUNITY HEALTH TECHNICIAN  
PAGE 3 OF 6

6. Obtain certification in the American Red Cross CPR/Standard First Aid Course;.
7. Assists with delivery of medical supplies, messages, etc., to quarantined individuals in the community.
8. Be proficient in taking vital signs (blood pressure, temperature, height, weight, respirations, etc.); must attend training sessions.
9. Assists with special studies and/or surveys when required by Public Health Services.
10. Provides the Director of Public Health Services regular narrative and statistical reports covering highlights of activities.
11. Maintains a neat and orderly office; performs housekeeping chores as appropriate.
12. May be assigned to another community or to the Choctaw Health Center to assist in special public health circumstances.
13. Supports and assists the COVID-19 strategic testing and vaccine team in conducting community vaccine and testing clinics, including scheduling appointments, intake, incentives, and other duties.
14. Assists with COVID-19 contact tracing activities and COVID-19 Hotline activities when directed.
15. Performs other related duties as assigned.

**WORK ENVIROMENT:**

1. The incumbent will be based at Public Health Services, Choctaw Health Center. Exposure to contagious diseases is possible in a clinic setting.
2. Ability to travel within the communities of service.
3. Ability to travel out of town for training.

4. Ability to work after regular service hours, which may include some evenings and some Saturdays.

**PHYSICAL DEMANDS (if applicable):**

1. Ability to bend, lift and carry objects of varying sizes.

**QUALIFICATIONS:**

1. High School Diploma or GED. (ATTACH COPY/PROOF TO APPLICATION)
2. Must have access to adequate transportation with personal auto liability insurance and a valid driver's license. (ATTACH COPY/PROOF TO APPLICATION)
3. Must be able to communicate effectively in both Choctaw and English.
4. Must have training or experience in basic computer skills.
5. Must have successful completion of criminal background check and drug test.
6. In accordance with the Choctaw Health Department Employee Health Program, a pre-employment physical examination is required.

**\*\*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 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 supervisor or personnel, 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