



Choctaw Health Center
Women's Wellness Center
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4420

JOB ANNOUNCEMENT# 084131

POSITION TITLE: Clinical Registered Nurse
SALARY: Grade 12
SUPERVISOR: Women's Wellness Center Coordinator
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full Time/Non-Exempt/Essential
OPENING DATE: SEPTEMBER 09, 2021 **SEP 09 2021**
CLOSING DATE: SEPTEMBER 16, 2021 OR UNTIL FILLED

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 of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Bogue Homma, 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 and 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

The RN position is located in the Women's Wellness Center of Choctaw Health Center. The incumbent is supervised by the Women's Wellness Center Coordinator. The RN provides preventive/wellness health care services to OB/GYN and well women in the WWC on an outpatient basis in collaboration with various departments and or agencies to meet the health care needs of clients with wide variety of health conditions.

Responsibilities and Duties:

1. Provides nursing care in the Women's Wellness Center that requires the full range of professional nursing proficiency from assessment of the need of a wide variety of patient illnesses to recognizing the patient's psychological reactions to illness and providing continuing support to emotional needs, while promoting/providing preventative wellness healthcare services.
2. Performs intake process on WW patients and develops a plan of care for individual patients by interviewing patient, reviewing the patient's record, determining and evaluating the kind of health and physical care needed based on approved CHC and WWC guidelines.
3. Observes and assesses patients' clinical status, recognizes, identifies and interprets serious situation, and immediately decides proper action, i.e. informs medical provider or takes preplanned measures.
4. In emergency situations, when a provider is not present or immediately available, initiates appropriate measures, for example, takes resuscitation measures in case of cardiac or respiratory arrest.
5. Administers therapeutic measures as prescribed by the provider
6. Plans, provides, and documents the teaching of patients and families in preventive, curative, and rehabilitative measures.
7. Records observation, nursing interventions, therapeutic measures administered, and status of coordinated activities between nursing and other professional disciplines.
8. Shares responsibilities for the administration of oral, intramuscular, intravenous, subcutaneous, and intradermal meds as ordered by the provider.
9. Shares responsibilities for maintaining adequate supplies and equipment as well as general upkeep of the WWC department and in maintaining a safe environment.
10. Attends and participates in team meetings.
11. Possesses computer skills and is competent in using the electronic health records system for making progress notes on patient records, ordering lab and radiology, documenting medication and immunizations given per order of provider, and communicating with other staff through the EHR.
12. Preserves confidentiality of patient information in accordance with Privacy Act Regulations.
13. Makes and communicates referrals for contract services at the request of the providers.
14. Follows up on all abnormal lab results at the request of the providers.
15. Notifies patient of needed services, time, and date of appointment(s).
16. Follows up on patients not keeping their appointments with the contract provider.

Work Environment:

1. Work is performed in the Women's Wellness Center of the Choctaw Health Center.
2. There is common exposure to contagious disease.
3. The work may include amount of exposure to hostile and emotionally disturbed patients, families, and visitors.
4. Work in the Women's Wellness Center requires considerable walking and moving from area to area, bending, lifting often in excess of 50 pounds.
5. Possess the ability to cope with a constant stress-laden environment

Qualifications:

1. High School Diploma or GED graduate (REQUIRED). **Attach copy to application.**
2. Current registration as a professional nurse in the State of Mississippi. Must have no restrictions on the nursing license and is responsible for keeping the license current. **Attach copy to application.**
3. Must be able to work evening clinic until 6 p.m. if necessary.
4. Must possess CPR certification (basic). **Attach copy to application**
5. Must possess a valid Mississippi Driver's License, reliable transportation, automobile insurance, and a telephone. **Attach copy of Driver's License**
6. Successful completion of criminal background investigation and pass a pre-employment drug test.

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 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

IF INTERESTED, SEND APPLICATION TO:

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