



Choctaw Health Center

Public Health Services
210 Hospital Circle
Choctaw, MS 39350
601.389.4110

MISSISSIPPI BAND OF CHOCTAW INDIANS

JOB ANNOUNCEMENT #131110

POSITION: Director, Public Health Services

SALARY: Grade 17

SUPERVISOR: Public Health Advisor

JOB LOCATION: Choctaw Health Center – Public Health Services

TYPE OF EMPLOYMENT: Regular FullTime/Exempt

OPENING DATE: SEPTEMBER 28, 2021

CLOSING DATE: OCTOBER 12, 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 healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

The Director, Public Health Services functions under the general direction and supervision of the Public Health Advisor with broad latitude for establishing program direction for Public Health Services. Incumbent is responsible for serving the public health needs of the community through the collection and assessment of data related to

JOB DESCRIPTION

Director Public Health Services

Page 2

social determinants of health in order to plan for community-oriented public health programs.

DUTIES AND RESPONSIBILITIES:

1. Serves the Choctaw tribe in the planning and operation of the Public Health Services program.
2. Research and disseminate meaningful information and data pertinent to promoting public health in the Choctaw communities.
3. Assist in the development and maintenance of liaison with regional and national organizations and agencies pertinent to the Public Health services program.
4. Plans and supervise activities of the Public Health Services Department
5. Serves as advisor on public health issues and concerns to the Choctaw Health Department Director and the Mississippi Band of Choctaw Indians.
6. Participates in evaluating the effect or potential effect on public health programs of new health legislation, public health initiatives, and pandemic/epidemic response initiatives.
7. Research and recommend public health response measures on infectious and contagious diseases, such as Coronavirus Disease 2019 (COVID-19).
8. Participates, as appropriate, in writing proposals for new or continued health grants/or contracts.
9. Responsible for executing the general policies formulated by the Tribal Council's Health Committee and directives of the health department administration for the operation of the Public Health Services program and three satellite clinics.
10. Exercise best judgement in the determination of the ways and means by which general policy set forth is to be implemented.
11. Responsible for planning, coordinating, implementing and evaluating field medical and Public Health Service activities within the department. The activity includes supervisory responsibility of the following program areas: Health Education, Community Health Technicians, Audiology, Public Health Nursing, and community field clinics.
12. Has administrative and managerial authority and control over all employees of the Public Health Services program directly or through designee

JOB DESCRIPTION

Director Public Health Services

Page 3

13. Responsible for the general supervision of the performance of staff in respect to all such matters as conformances to approved budgets, standards, program inspection, cost control, employee relations and in-service training.
14. Prepares and submits regular reports and performs all other applicable accountability functions associated with program management.
15. Responsible for employing authority in a manner which will ensure maximum effectiveness of all activities of the Public Health Services program and the Choctaw Health Department
16. Assists in preparation and review of budgets for Public Health Services.
17. Responsible for review of the development and implementation of on-going in-service training for employees of Public Health Services. This should provide for both on the job training for new employees and continuing education for professional staff; develops and reviews career plans for employees.

WORK ENVIRONMENT:

Administrative work is performed in the Public Health Service office at the Choctaw Health Center.

OTHER REQUIREMENTS OF THE POSITION:

1. Must maintain the integrity of, and commitment to, patient confidentiality;
2. Must be able to handle frustrating circumstances in a calm and composed manner;
3. Must have a positive, friendly, and accommodating personality; and
4. Must possess a strong work ethic and a team player mentality.

QUALIFICATIONS:

1. A Master of Public Health degree is preferred but may consider a baccalaureate degree in public health, nursing, or health education. **(ATTACH COPY OF DIPLOMA TO APPLICATION)**
2. Minimum of three (3) years progressively responsible experience in management of a public health program.
3. All certifications, diplomas and/or licensure(s) must be submitted with application.

JOB DESCRIPTION

Director Public Health Services

Page 4

4. Must possess a valid Mississippi driver's license, automobile liability insurance and personal transportation. **(ATTACH COPY/PROOF TO APPLICATION)**
5. 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