



Choctaw Health Center

Nutrition and Dietary
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4136

JOB ANNOUNCEMENT #080125

POSITION: Clinical Dietitian

SALARY: Grade 14

SUPERVISOR: Director of Nutrition and Dietary

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Part time/Non-Essential/Exempt

Opening Date: OCTOBER 11, 2021 **OCT 11 2021**

Closing Date: OCTOBER 25, 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 20-bed facility centrally located in Choctaw, Mississippi off 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 Clinical Dietitian is a necessary part of the team of dietitians that provide nutrition services to programs needing nutrition assistance on the Reservation and at the Choctaw Health Center. The Clinical Dietitian will assist in the planning, education and training offered through the Choctaw Health Center to departments housed within the Center as well as to all other programs on the reservation. The Clinical Dietitian is housed in the Nutrition Department and/or the diabetes center at CHC. She/he will work closely with the Director of Dietary and Nutrition to ensure that all DNV guidelines are met by the

department and to coordinate all nutrition activities for the Choctaw Health Center.

Duties and Responsibilities

1. Provides nutrition services to patients referred from CHC clinics and inpatient unit.
2. Meet all requirements to be approved for Medicaid /Medicare reimbursement.
3. Provides consultation and technical assistance to professional staff in nutritional matters and works closely with staff as needed.
4. Provides nutritional assessments and/or counseling to referred patients or patients identified through nutritional screening and/or chart reviews.
5. Reviews patient electronic medical charts and makes appropriate entries at Choctaw Health Center.
6. Works with the Dietary and Nutrition Staff at the Choctaw Health Department to contribute to the goal of elevating the health status of tribal members to the highest possible level.
7. Attends recognized professional associations to keep abreast of new developments in the field and to obtain and/or maintain dietetic registration.
8. Devises creative methods to encourage necessary changes in patients eating habits, focusing on prevention of nutrition related diseases.
9. Assists in the review and revision of the Dietary/Nutrition Policy and Procedure manual annually and ensures that all applicable policy and procedures are enforced.
10. Assists in monitoring indicators for the Dietary/Nutrition Department Performance Improvement Program upon request from Supervisor.
11. Participates, regularly or as assigned, on various committees within the CHC or other programs.
12. Develops nutrition-teaching materials for general patient education.
13. Designs nutrition programs appropriate for various age levels and presents these programs as requested in the Choctaw schools and communities.
14. Works with the Director of Dietary and Nutrition to ensure that all DNV guidelines are met by the department and to coordinate all nutrition activities for the Choctaw Health Center.
15. The employee provides services to patients/clients in the following age groups: infants, children, adolescents, adults, and geriatrics, and demonstrates proficiency in meeting the needs of the variety of patients served.
16. The incumbent may be requested to serve on committees and boards relating to these programs.
17. Reviews tube feedings of referred patients to ensure they are appropriate to meet the patients' needs and makes recommendations for change when necessary.
18. The incumbent may be asked to aid in the Dietary Department as necessary.
19. The Clinical Dietitian, as part of the CHC team of Dietitians, will work together to ensure that nutrition services are available for various tribal programs upon request from the department supervisor.

WORK ENVIRONMENT

Work is performed in the office area of the nutrition and/or diabetic department or the kitchen. Both work areas are adequately lighted, heated, and vented.

Position will be scheduled 48 hours per pay period depending on department coverage needs.

QUALIFICATIONS

1. B.S. degree in Dietetics or Nutrition from an accredited college or university with successful completion of an approved dietetic internship. (Attach Copy of diploma or transcript)
2. Must be registered by the Commission on Dietetic Registration and be licensed by the state of MS. (Attach copy/proof of registration and licensure)
3. Must possess a valid Mississippi driver's license and automobile liability insurance and have reliable transportation and telephone. (Attach copy)
4. Successful completion of criminal background investigation and must pass a Pre-employment drug test.
5. Must possess outstanding communication skills, both written and oral.
6. Must be proficient in computer programs such as Microsoft Word.

In accordance with the Choctaw Health Center Employee Health Program, 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 license and/or certification and qualifies under section V (D) of the Administrative Policies and Procedures whereby a job announcement is not necessary nor does a waiver of the Native American Preference need to be secured for the 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