



# Choctaw Health Center

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

## MISSISSIPPI BAND OF CHOCTAW INDIANS

### JOB ANNOUNCEMENT # 167402

**POSITION TITLE:** Family Nurse Practitioner COVID-19 Strategic Team Leader

**SALARY:** Tribal Pay Scale Grade 17

**SUPERVISOR:** Director, Public Health Services

**JOB LOCATION:** Choctaw Health Center

**TYPE OF EMPLOYMENT:** Temporary, Full Time, Exempt

**OPEN DATE:** OCTOBER 13, 2021 **OCT 13 2021**

**CLOSE DATE:** OCTOBER 27, 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.*

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi, off 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 an 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 Family Nurse Practitioner COVID-19 Strategic Team Leader functions under the direction, guidance, and administrative supervision of the Director, Public Health Services. Clinical supervision and guidance will be provided by the assigned Choctaw Health Center physician preceptor. The Family Nurse Practitioner COVID-19 Strategic Team Leader will serve as the principal manager and expert resource for the Public Health Service COVID-19 community testing and vaccination program. The worksite and 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 Corona Virus Disease 2019. The Family Nurse Practitioner COVID-19 Strategic Team Leader will be assigned tasks reflective of a team concept in public health.

This Family Nurse Practitioner COVID-19 Strategic Team Leader position is funded through September 30, 2022, but may be extended pending availability of funds.

**DUTIES AND RESPONSIBILITIES:**

1. Plans activities to facilitate efficient operations, smooth patient flow, availability of nursing and support personnel, assurance that patient needs are promptly and adequately met, and required services rendered.
2. Requisitions and maintains adequate supplies and equipment for the Public Health Service COVID-19 community testing and vaccination program.
3. Prepares adequate program operation guidelines that are readily available for staff use to maintain consistency in COVID-19 response.
4. Keeps personnel acquainted with policies, procedures, and practices applicable to the Public Health Service COVID-19 community testing and vaccination program.
5. Submits as required, accurate and complete records and reports.
6. Coordinates referrals and follow up on all COVID-19 patients requiring further services.
7. Collaborates with other health disciplines when making specific plans for individual patient care to ensure consistency and continuity of care.
8. Assures that referrals, necessary records, and reports are completed and transmitted as required.

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9. Participates with other supervisory personnel in program evaluation and planning activities.
10. Keeps abreast of new trends and practices related to COVID-19 response to enhance knowledge and professional growth; initiates action for change.
11. Familiar with community resources and ensures that staff utilize them for referral purposes; works cooperatively with Tribal, local, state and other federal agencies to provide continuity of care and maximum utilization of available resources.
12. Assures appropriate nursing assessment of each patient presenting to the COVID-19 testing and vaccination program.
13. Share with other departments the responsibility for providing a clean, safe, orderly environment for patients and personnel.
14. Coordinates PHS COVID-19 response with medical and allied services of hospital.
15. Promotes and maintains the ethical and legal aspects of nurse practice.
16. Preserves confidentiality of patient information in accordance with the Privacy Act Regulations.

### **WORK ENVIRONMENT:**

Work is performed in a Native American health care facility and in tribal communities. There is a potential for exposure to contagious disease. The work may include exposure to emotionally disturbed patients. After-hours and some Saturday duty hours may be required to complete program goals and duties.

### **SUPERVISORY CONTROLS:**

The FNP works as a team member of the Choctaw health care system. The FNP is self-directed and has considerable independence and latitude to develop and recommend new procedures, practices and approaches relative to COVID-19 response. Physicians are available by telephone and/or in the facility to provide assistance and guidance as needed. The physician preceptor provides consultation and collaborates with the FNP in COVID-19 response protocols. The FNP will have oversight of the COVID-19 Community Vaccine staff and its activities.

**COMPLEXITY:**

The FNP will develop a schedule of activities for the PHS Community COVID-19 Testing/Vaccine Team. The FNP will monitor patients during the testing and vaccine activities including providing isolation & quarantine orders as needed, provide testing/vaccine data for required reporting, provide COVID-19 awareness education & prevention information to patients including the public. The FNP will ensure all COVID-19 Community testing & vaccine data is up to date in the electronic health record system. The FNP will work closely and in tandem with the Public Health Advisor, Outreach Coordinator, Director, Public Health Services, Public Health Nurses and all COVID-19 work group & team members at Choctaw Health Center.

**PERSONAL CONTACTS:**

Contact areas are with patients, families, physicians, and other health personnel, community agencies, tribal officials, tribal employers, Mississippi Department of Health and Veterans Affairs staff.

**PURPOSE OF CONTACT:**

Contacts with patients and families are to provide care, treatment, health education, and counseling and to educate them on the value of evidence-based public health measures in COVID-19 response. Contacts with physicians are for collaboration and consultation regarding patients and families. Contacts with other personnel are to exchange information, provide education and consultation, make referrals and general involvement in setting up the patient's plan of care.

**PHYSICAL DEMANDS/EXPOSURES:**

The physical work environment demands long periods of walking and standing; exposure to undiagnosed infectious diseases; lifting and moving equipment and supplies in excess of 22 kg (50 lbs.) In addition, at times, emotionally disturbed patients with or without influence of drugs/alcohol present for care, which demands a high degree of emotional control, tact, and patience.

**QUALIFICATIONS:**

1. In addition to graduation from an accredited training program for **Family Nurse Practice**, candidates must have three (3) years of professional nursing experience.
2. The above nursing program must have been completed in a school of nursing approved by the legally designated state accrediting agency at the time the program was completed by the candidate.

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3. Experience is not itself qualifying. The applicant's work experiences must have been of quality and scope sufficiency to enable applicant to perform the duties of the position. Applicants will be evaluated on such factors as planning organizing, communicating, decision making and directing.
4. For third party reimbursement purpose, current registration as **FNP** in the State of Mississippi is required. As one of the requirements for continued employment, the employee has the responsibility to maintain current professional nursing registration.
5. Must possess a valid automobile driver license and automobile liability insurance.
6. 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 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

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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