



Choctaw Health Center

Behavioral Health
210 Hospital Circle
Choctaw, MS 39350-6781
Phone: 601-389-4150
Fax: 601-389-4152

JOB ANNOUNCEMENT #: 336150

POSITION TITLE: Behavioral Health Prevention Specialist

SALARY: Tribal Pay Scale Grade 12

SUPERVISOR: Certified Prevention Manager/Program Director

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full - Time/Non-Exempt/Essential

OPEN DATE: JANUARY 05, 2022 *JAN 05 2022*

CLOSE DATE: JANUARY 19, 2022 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 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county areas in central Mississippi. It is a 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 Behavioral Health Prevention Specialist functions under the direction and supervision of the program director, with direct oversight from a Certified Prevention Manager. The Prevention Specialist provides overall direction for the development of a prevention program defined as a proactive process which empowers individuals and systems to meet challenges of life events and transitions by creating and reinforcing conditions that

promote healthy lifestyles and behavior through the use of evidence based practices, with culturally appropriate adaptations.

Responsibilities and Duties:

1. **Administrative:** Recruits and supervises program volunteers, identifies community members to serve on committees, develops and maintains program budget. Document all services in the program identified charting systems in a timely manner.
2. **Information Dissemination:** Establishes an information resource center to provide accurate and current information about alcohol, tobacco and drugs. Develops public service announcements. The specialist participates in speaking engagements, health fairs, conferences, and other health promotion activities as designed by MSDMH and program supervision.
3. **Education:** Uses prevention curriculums that are endorsed as evidence based practices to educate children from Head Start through young adults. These services will also deliver related services to older adults and develop environmental strategies to impact communities as a whole.
4. **Alternative:** Implements programs designed to provide growth experiences and offer exposure to healthy activities designed to deter use/abuse of violence, alcohol, tobacco and other drugs.
5. **Problem Identification and Referral:** Identify high-risk individuals who are exhibiting signs of dysfunctional behaviors and refer for appropriate services.
6. **Community Based Programs:** Organizing, planning, and enhancing efficiency and effectiveness of services implementation, interagency collaboration, coalition building and networking.
7. **Environmental:** Through community participation establish or change written and unwritten community standards, codes and attitudes to influence the decrease of incidence and prevalence of alcohol, tobacco, and other drug use.
8. Will perform other duties and responsibilities as assigned by Supervisor.

Hours Worked:

This is an essential non-exempt position. Working hours may vary according to shift schedule to cover a 40-hour work week. Employees are responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime, night differential pay, and for sick and annual leave. Incumbent will be called back to duty under certain circumstances such as short staff or emergencies.

Work Environment:

The primary work location for this position is within the Behavioral Health Department at Choctaw Health Center; with duties, responsibilities, and work performed in all communities on and off the reservation, within schools, the Alternative School, MBCI Boys & Girls Clubs, tribal community facility buildings, detention centers, etc. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and/or visitors. Travel is required for training and service delivery. Work is performed in all communities on the Reservation.

Physical Demands:

No special physical abilities are required.

Qualifications:

1. A Bachelor's is required to perform the minimum duties, but a Master's is preferred in Social Work, Counseling, or Psychology from an accredited college. **Attach copy to application**
2. The incumbent must be credentialed as a Certified Prevention Specialist (CPS) in the State of Mississippi or receive training to meet all of the MSDMH minimum standards for certification within the specified time allowed by MSDMH.
3. At least one year of experience in the prevention field is preferred.
4. Ability to work on own initiative with minimal supervision.
5. Ability to establish and maintain cooperative working relations with patients, staff visitors, and schools.
6. Must have dependable transportation and a valid Mississippi driver's license and liability insurance as required by state law.
7. Must be submitted to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990 and produce a negative drug screen prior to full consideration for employment.
8. Must provide and maintain a negative drug screen prior to beginning and maintain a throughout services.
9. Must maintain a code of behavior as outlined in the Tribal Code of Behavior.

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 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