



Choctaw HealthCenter

Public Health Services
210HospitalCircle
Choctaw, MS 39350
601.389.4110

JOB ANNOUNCEMENT # 283402

POSITION TITLE: PHS Covid-19 Data and Statistics Manager
SALARY: Tribal Pay Scale Grade 17
SUPERVISOR: Director, Public Health Services
JOB LOCATION: Choctaw Health Center - Public Health Services
TYPE OF EMPLOYMENT: Full-Time/Non-Exempt/Non-Essential/Temporary
(Employment is only for the duration of the grant)
OPENING DATE: JANUARY 24, 2022 JAN 24 2022
CLOSING DATE: FEBRUARY 14, 2022 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.*

SCOPE OF SERVICE AND EFFECT:

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi off of 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 Choctaw Health Center (CHC) is a 180,000 square feet health care facility with three

satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The PHS Covid-19 Data and Statistics Manager performs a broad range of duties primarily associated with COVID-19 response. The incumbent is responsible for COVID-19 data management including data analysis, interpretation, and reporting. The incumbent will research COVID-19 data and produce reports associated with PHS COVID-19 response. The nature of the work requires dedication, diligence, and a high degree of ability to function independently with minimal supervision. The incumbent will gather data, analyze and interpret data, and produce reports associated with COVID-19 response. The PHS Covid-19 Data and Statistics Manager will be assigned tasks reflective of a team concept in public health.

This PHS Covid-19 Data and Statistics Manager position is funded through September 30, 2022, but may be extended pending availability of funds.

DUTIES AND RESPONSIBILITIES:

1. Networking with CHC departments to gather data and monitor integrity of COVID-19 database and lab test reporting.
2. Utilize a variety of software technologies and tools to automate the management, visualization, transformation, and presentation of COVID-19 data.
3. Evaluate and analyze surveillance data to contribute to policy development.
4. Conduct data integration efforts across complex data sources.
5. Perform data analysis, prepare data reports and visualization for COVID-19 surveillance and program planning.
6. Monitor and ensure data quality and integrity.
7. Maintains all pertinent data related to positive, negative, indeterminate, rejected, and pending COVID testing.
8. Must report daily data to the Indian Health Service portals and not limited to additional reporting requirements.
9. Updates and maintains the Choctaw Health Center COVID-19 dashboard for daily public release.

10. Must work with Choctaw Health Center IT department on identifying security vulnerabilities.
11. Must be able to produce reader friendly charts, tables, and graphs for public release.
12. Adheres to HIPAA regulations pertaining to privacy and confidentiality of patient identifiable information.
13. Must display positive customer service skills and communication skills when interacting with the public.
14. Performs other related duties as assigned.

WORK ENVIROMENT:

1. The incumbent will be based at Public Health Services, Choctaw Health Center. Exposure to contagious diseases is possible in a clinic setting.
2. Ability to travel within the communities of service.
3. Ability to travel out of town for training.
4. Ability to work after regular duty hours, which may include some evenings and some Saturdays.

PHYSICAL DEMANDS (if applicable):

1. Ability to bend, lift and carry objects of varying sizes but not to exceed 40lbs.

QUALIFICATIONS:

1. Minimum academic requirement is an Associate's degree with emphasis in the health sciences, computer technology, or related field. A BS degree is preferred. (ATTACH COPY/PROOF TO APPLICATION).
2. Must have at least one year of related work experience.
3. Must have access to adequate transportation with personal auto liability insurance and a valid driver's license. (ATTACH COPY/PROOF TO APPLICATION).
4. Experience in database management and use of statistical applications software.

5. Must be culturally competent to meet the needs of the Native American (MBCI) population.
6. Must have successful completion of criminal background check and drug test.
7. 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 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 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