



CHOCTAW HEALTH CENTER

Nursing
210 Hospital Circle
Choctaw, MS 39350-6781
PH: 601.389.4250
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JOB ANNOUNCEMENT # 083141

POSITION: Clinical Nurse, LPN/Relief Nurse

SALARY: Grade 8

SUPERVISOR: Director of Nursing Service

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular FullTime/Non-Exempt

OPENING DATE: JULY 28, 2022 JUL 28 2022

CLOSING DATE: AUGUST 11, 2022 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

The Choctaw Health Center is centrally located in Choctaw, Mississippi off of 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 position of Clinical Nurse, LPN/Relief Nurse is stationed within the Choctaw Health Center at Choctaw, Mississippi. The purpose of this position is to work in collaboration with various departments, and/or agencies, in order to meet the health care needs of clients with a wide variety of health conditions. The incumbent will be required to work closely with Community Health and will travel extensively.

The hospital consists of a 20 bed Inpatient Unit, 27 Primary Care Clinic, and an Emergency Department. Services are provided to the general medical, podiatric, pediatrics, adolescents, adult, and geriatric clients of the Choctaw Health Center.

Clinical Nurse, LPN/Relief Nurse

Clinical Nurse, LPN

DUTIES AND RESPONSIBILITIES:

1. Works in conjunction with other nursing personnel, in the overall nursing care of the clients he/she may be assigned too. Also works with other ancillary healthcare providers to meet the health care needs of the client.
2. Observes changes in the patient's mental/physical status, behavior patterns, symptoms, progress and results of therapy, as indicated and takes corrective action and documents findings, within the scope of an LPN.
3. Capable of providing health care to individuals of all age groups, as indicated in the scope of services and effect.
4. The LPN interviews the client and clients' family members, reviews health records and evaluates the client's health and/or social needs.
5. Administers therapeutic measures as prescribed by the physician, such as, heat and cold application; medication administration; eyes, ear and wound irrigations; NG and foley insertion; suctioning; and other measures within the scope of the LPN.
6. May assist the Charge Nurse in IV fluid initiation and help maintain proper flow after regulation by the nurse. LPNs certified in IV Therapy, with valid confirmation, may initiate and maintain IV fluids, within the scope of an LPN.
7. The LPN will participate in the education of health promotion/disease prevention, and document the clients' level of understanding.
8. The LPN assists in maintaining a safe environment for the client.
9. Must have knowledge in usage of the Electronic Health Record for the performance of their duties.
10. Helps to maintain appropriate patient care records, provides proper documentation and preserves patient confidentiality.
11. The LPN must be able to operate and maintain specialized equipment and other apparatus necessary in the care of the client.
12. The LPN shares in the responsibility of maintaining adequate supplies and the general upkeep of the assigned unit.
13. The LPN will make an effort to attend mandatory meetings and/or in services. Participation and presentation of continuing education is encouraged.
14. The LPN performs all other duties as assigned by Supervisor.

Clinical Nurse, LPN/Relief Nurse

Clinical Nurse, Relief Nurse

Duties and Responsibilities

1. Provide direct patient care at the Rural Health Clinic within the scope of practice for the Licensed Practical Nurse.
2. Assists the primary care practitioner during screening or procedural activities.
3. Gives patient care by taking the patient's blood pressure, temperature, pulse, and respirations.
4. Performs triage of patients in order to provide specialized care to those patients who need immediate care.
5. Obtains specimens for analysis, performs EKG testing, etc with appropriate documentation.
6. Orders medical supplies for three rural health clinics and assures all needed supplies are received in a timely manner
7. Assists with special health screenings (i.e., head start physicals) and vaccinations at the clinics and CHC.
8. Performs patient teaching/patient education in the clinics about medications, wound care, etc.
9. Responsible for the measurement, administration, and charting of medication. Makes judgment in administering certain medications, using practical knowledge of effect and patient tolerance to medication.
10. Maintains basic knowledge of usual dosages. Checks with the primary care practitioner or physician when in doubt about dosage, mode of administration, etc. Maintains records of medication given and observation of patient reaction. Notifies practitioner or physician immediately on any adverse reaction.
11. In the clinic, assembles equipment and supplies, sets up for and assists with therapeutic and diagnostic procedures, maintains proper flow of patients to examining rooms. Initiates patient response.
12. Assists the primary care practitioner in providing a full range of emergency services including life-saving emergency procedures in order to stabilize a patient sufficiently for transporting to another facility.
13. Promotes continuity of patient care by relevant health education, follow-up visits at the clinic or, in some cases, the patient's home.
14. Assists in evaluating total health care needs of the patient and helps the primary care practitioner develop plans to meet those needs.
15. Prepares and submits narrative and statistical reports on clinic activities to the Director of Community Health Services on a quarterly basis.

Clinical Nurse, LPN/Relief Nurse

16. As a member of the Community Health Services team, the clinical LPN/Relief will participate in planning and establishing priorities in meeting health needs and health screenings in each community
17. Works closely with the Community Health Representative/Technicians on home-bound patients care and supplies.
18. The LPN will work 4 ten hour (10hr) days in all of the Rural Health Clinics to carry out evening duties.
19. The LPN is to provide services to the patients on the Inpatient Department after completion of work with Community Health and Primary Care department.
20. The LPN makes a continuing effort to increase skills and knowledge while improving the quality of care in the community.
21. The relief nurse is subject to Call-back duty and will share rotational weekend call-back coverage with the Rural Health clinic nurses in order to provide adequate nursing coverage. **CALL BACK:** duty hours Friday, 4:00pm – 8:00am, Monday. **HOLIDAY:** Duty hours will extend 1day before or 1day after regular time to ensure nursing coverage.
22. Must perform all other duties as assigned by Supervisor/Director of Nursing.

SUPERVISION AND GUIDANCE:

This position functions under the direction, guidance and administrative management of the Director of Nursing Service or designee. Clinical supervision will be under the Nurse Supervisor and/or charge nurse designee and primary care practitioners at the rural health clinics.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, relatives, and/or visitors. There is a considerable amount of walking/moving, bending and lifting, often in excess of fifty pounds. The ability to cope with a stress-laden environment is essential.

QUALIFICATIONS:

1. Current licensure as a practical nurse in the State of Mississippi
2. Basic programs in nursing school must have been completed and approved by a legally designated state accrediting body, at the time of completion.
3. Must possess a High School diploma or GED Equivalent.
4. Minimum of 1-2 years hospital experience.

Clinical Nurse, LPN/Relief Nurse

5. Must be culturally competent to meet the needs of the Native American (MBCI) population.
6. Skill in communicating with patients and healthcare personnel at all levels to facilitate the exchange of information.
7. Must have training or experience in basic computer skills.
8. Must be willing to work evening, and/or night shift, weekends and holidays.
9. Current in BLS Certification. **(Attach copy)**
10. If participating in job-related continuing education/certification, he/she is required to provide service to the facility, for a minimum of one year, after last CEU/certification attendance.
11. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle the hostile and disgruntled client.
12. Must have reliable transportation and possess a valid Mississippi driver's license and automobile liability insurance. **REQUIRED**
13. Must have a current working telephone number at all times.
14. Successfully complete the criminal background investigation and pass the pre-employment test.
15. Candidates will be required to show proof of being fully vaccinated against COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J & J vaccine. A copy of the vaccination card, or a copy of a medical exemption, which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.

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*****

Clinical Nurse, LPN/Relief Nurse

***** 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 licensure and/or certification and qualifies under Section V (D) of the Administrative Policy & Procedures whereby a job announcement is not necessary nor does a Waiver of the Native American Preference need to be secured for 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