



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, Licensed Practical Nurse

SALARY: Grade 8

SUPERVISOR: Director of Nursing Service

JOB LOCATION: Choctaw Health Center (Primary Care Clinic)

TYPE OF EMPLOYMENT: Regular FullTime/Non-Exempt

OPENING DATE: JULY 11, 2022 **JUL 11 2022**

CLOSING DATE: JULY 25, 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 Licensed Practical 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 hospital consists of a 20 bed Inpatient Unit, 27 Primary Care Clinic, and an Emergency Department. Services are provided to the general medical, pediatrics, adolescents, adult, and geriatric clients of the Choctaw Health Center.

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 is subject to Call-back duty, in order to provide adequate nursing coverage. The LPN will share rotational weekend call-back 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.
14. The LPN will make an effort to attend mandatory meetings and/or in services. Participation and presentation of continuing education is encouraged.
15. The LPN performs all other duties as assigned

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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 Registered Nurse.

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. - **Attach copy.**
2. Basic programs in nursing school must have been completed and approved by a legally designated state accrediting body, at the time of completion.- **Attach copy.**
3. Must possess a High School diploma or GED Equivalent.
4. Minimum of 1-2 years hospital experience.
5. Must be willing to work evening, and/or night shift, weekends and holidays.
6. Current in BLS Certification.- **Attach copy**
7. 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.
8. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle the hostile and disgruntled client.
9. Must have reliable transportation and possess a valid Mississippi driver's license and automobile liability insurance. **REQUIRED – Attach copy.**
10. Must have a current working telephone number at all times.
11. Must complete the Criminal Background Investigation process and pass the pre-employment drug test.
12. 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.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

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*****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 and 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