



Choctaw HealthCenter

Nursing

210 Hospital Circle

Choctaw, MS 39350-6781

PH: 601.389.4250

Fax: 601.389.4201

JOB ANNOUNCEMENT #203139

POSITION: INPATIENT NURSE SUPERVISOR

SALARY: Grade 15

SUPERVISOR: Director of Nursing Service

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular FullTime/Exempt

OPENING DATE: JUNE 23, 2022 JUN 23 2022

CLOSING DATE: JULY 07, 2022 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of Hwy 16W on the Mississippi Band of Choctaw Indians 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 an 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 Inpatient Nurse Supervisor (IPNS) is stationed within the Choctaw Health Center at Choctaw, Mississippi. The purpose of the position is to plan, evaluate and administer an effective Nursing Service program according to philosophy, goals and objectives of the Nursing Service of the Hospital.

The hospital consists of a 20 bed Inpatient Unit, a 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. Assist each employee to understand his/her unique contribution to the total Nursing program and promotes the development of each employee to maximum capacity.
2. Assists staff nurses in application of the principles of management and supervision in the Unit situation.
3. Participates in the development of comprehensive Nursing Care Plans for individual patients and assures Nursing Assessment of each patient.
4. Requisitions and maintains adequate supplies for the Inpatient Department and provides for conservation and economical use.
5. Assures that Infection Prevention Reports are submitted on hospitalized patients according to established guidelines.
6. Assures that monthly Infection Prevention Reports on employee absentee status is reported to the Infection Prevention Nurse, and maintains a copy for his/her file, with submission of a copy to the Director of Nursing.
7. Access to Electronic Health Record for patient information in the performance of duties and maintains the confidentiality of patient information at all times. Personnel must maintain a Violence Free, Drug/Free/Alcohol Free Workplace as per Nursing Policy (3-4.2KKK) and Tribal Administration Policy (CHO-136-89). Develops and utilizes training materials, arranges meeting space and equipment.
8. Orientates new employees including new summer students. The Head Nurse also counsels and evaluates all employees under his/her supervision, recommends awards, selections, promotions, disciplinary and/or separations of nursing personnel as indicated and grants emergency leave.
9. Participates in Nursing Program planning, analysis and evaluation of policies and procedures, serves on committees as assigned and in Staff Education activities; participates with the Director of Nursing in planning programs geared to employee and patient needs; and participates in Patient Education Program for Inpatient Units.
10. Keeps informed of new trends and practices related to comprehensive health care to enhance knowledge and professional growth and development as indicated, initiates action or change.
11. With appropriate personnel, the Head Nurse plans for the continuity of health services; knows the community resources and ensures that staff utilize them for referral purposes; works cooperatively with local, state and other federal agencies to provide continuity of care and maximum utilization of available resources.
12. Maintains a Department Manual listing of the appropriate policies, procedures, and practices to ensure safe and consistent Nursing Services. Share with other departments the responsibility for providing a clean, safe, orderly environment for patients and personnel, following DNV and IHS criteria.

DUTIES AND RESPONSIBILITIES:

13. Reviews time and attendance reports correlation with the Director of Nursing. Civil Service time and attendance reports are submitted and records maintained for payroll purposes as required according to staffing schedules.
14. Capable of providing health care to all age groups as indicated in scope of service.
15. Submits monthly and quarterly QA/QM(CQI) reports, monthly narratives and any other pertinent data to the Director of Nursing or QA/QM(CQ) Coordinator, and maintains a file in his/her office.
16. Delegates in keeping the work area of the Inpatient Department clean and organized. Responsible for assigning staff specific duties and follow-up on staff action.
17. Assigns staffing responsibilities of the Nursing Personnel on all tours, and shares in monitoring in order to maintain adequate staff ration with excess overtime.
18. Determines the care requirements of clinical areas according to patient classification and scheduling are reviewed with the Director of Nursing if indicated.
19. In the absence of the Director of Nursing, the Head Nurse/Nursing Supervisor will assume the full duty as Director of Nursing when the DON is away from the facility.
20. Maintains knowledge and skills related to all clinical areas necessary in the application of techniques and procedures to the nursing care of patients with a wide variety of medical, socioeconomic, and emotional problems.
21. Possesses administrative as well as clinical knowledge, when assigning nursing charge responsibility for the department.
22. Subject to call-back duty in the event of any emergency, such as serious accident, replacement of nursing personnel or management of any unexpected problems or complications relative to safe coverage. Takes rotating Supervisor call for weekend administrative back-up. This may involve administrative and/or clinical decisions or call-back to duty.
23. Utilizes his/her ability to make decisions in relations to schedule changes, and/or problems and keeps the Director of Nursing informed of such changes.
24. The Head Nurse assists in orientating new Administrative personnel to the facility. Assists in the performance evaluations of the nursing staff and attends meetings as delegated by the Director Nursing if he/she is unable to attend.
25. In-services new equipment and makes sure that new employees and those presently working understand the correct method of use and that the employee will be required to demonstrate use of such equipment in a correct, safe, and efficient manner before actual use in the patient care setting.
26. The Head Nurse/Inpatient Supervisor maintains a file in-services presented within the facility and submits a copy to the Director of Nursing office.

27. The Head Nurse is an active participant in decision making with regard to the services provided by the Emergency Medical Services system.

WORK ENVIRONMENT and PHYSICAL DEMANDS

The work is performed in the hospital environment. There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, relatives, and visitors. There is 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.

SUPERVISION AND GUIDANCE

Functions under the direction, guidance, and administrative management of the Director of Nursing Services. The incumbent is expected to exercise a high degree of independent initiative and judgement in the delivery of quality nursing care. Functions as the first line supervisor for the Inpatient Department.

QUALIFICATIONS:

1. Graduate from an approved NLN Registered School of Nursing.
2. Professional Licensure in the State of Mississippi without any restrictions.
3. Three to five years of general RN nursing experience.
4. One to two years of nurse supervisor or charge nurse experience.
5. Baccalaureate degree in nursing preferred, with a minimum of an Associate degree in nursing.
6. Preserves the confidentiality of patient information in accordance with the Privacy Act.
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 the last CEU/ certification and 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.
10. Must possess a valid Mississippi Driver's license and automobile liability insurance. *
REQUIRED
11. Completion of Criminal Background Investigation and pass the Pre-employment drug test.
12. Successful completion of Criminal Background Investigation and pass the Pre-employment drug test.
13. 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.

Inpatient Nurse Supervisor

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 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