



Choctaw Health Center

Women's Wellness Center
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4420

JOB ANNOUNCEMENT # 096131

POSITION: Women's Wellness Coordinator

SALARY: Grade 22

SUPERVISOR: Chief Medical Officer

JOB LOCATION: Women's Wellness Center, Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full Time/Exempt

OPENING DATE: MAY 19, 2022 MAY 19 2022

CLOSING DATE: JUNE 02, 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 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 Women's Wellness Coordinator provides supervision and direction to the Women's Wellness Center. Under the supervision of the Chief Medical Officer, the incumbent plans, evaluates and administers an effective nursing service program according to the philosophy, goals, and objectives of the Women's Wellness Center.

The incumbent is expected to exercise a high degree of independent initiative and judgment in developing and implementing new approaches in the delivery of quality nursing care and be able to function with a minimum of guidance and supervision.

DUTIES AND RESPONSIBILITIES:

1. Plans nursing activities to facilitate efficient operation, smooth patient flow, availability of nursing personnel, assurance that patient needs are promptly and adequately met and required nursing service rendered.
2. Provides orientation to new employees, assignment, supervision and evaluation of all personnel in the WWC. Recommends awards, promotions, disciplinary action and/or separation of nursing personnel.
3. Requisitions (or delegates someone to requisition) and maintains adequate nursing supplies and equipment for the WWC.
4. Counsels patient and/or family in regard to planning continuity of care and
5. implementing nursing staffs' directions in relation to health maintenance, home care and prevention of disease conditions.
6. Prepares adequate teaching guidelines that are readily available for staff use to maintain consistency and continuity in patient teaching activities.
7. Maintains department manual listing appropriate policies, procedures, and practices to ensure safe and consistent service.
8. Keeps personnel acquainted with policies, procedures, and practices applicable to the WWC.
9. Submits as required, accurate and complete records and reports. Time and attendance reports are done via Time Force System. Annual and sick leave are approved through the Time Force System which keeps a record of time in, time out, and days off.
10. Coordinates referrals and follow up on WWC patients requiring further services either in house or through CMS. Assist staff as needed.
11. Possesses computer skills and is competent in using the EHR system for making progress notes on patients, ordering lab, radiology studies, consults, referrals, and communicating with other staff.
12. Plans and conducts team and staff meetings as needed.
13. Provides confidentiality of patient information in accordance with The Privacy Act Regulations.
14. Collaborates with other health disciplines when making specific plans for individual patient care to ensure consistency and continuity of care.
15. Collaborates with other departments in developing and ensuring implementation of health teaching programs for WWC consumers.
16. Assures that referrals, necessary records and reports are completed and transmitted as required.
17. Participates with other supervisory personnel in program evaluation and planning activities; in continuous analysis and evaluation of nursing policies and procedures; in problem solving matters; in committee activities as assigned and staff education activities.

18. Keeps abreast of new trends and practices related to maternal-child health care to enhance knowledge and profession growth and development and, as indicated, initiates action for change.
19. With appropriate personnel, plans for continuity of health services; knows community resources and ensure that staff utilizes them for referral purposes; works cooperatively with tribal, local, state, and other federal agencies to provide continuity of care and maximum utilization of available resources.
20. Assures that required personnel have CPR training.
21. Assures that all licensed personnel receive adequate training in MCH care to ensure competency in this area.
22. Share with other departments the responsibility for providing a clean, safe, orderly environment for patients and personnel
23. Interprets and coordinates clinic nursing service with medical and allied services of the hospital.
24. Specialized knowledge and skills related to clinical area is necessary in application of techniques and procedures to nursing care of patients with a wide variety of medical, socioeconomic, and emotional problems.
25. Promotes and maintains, the ethical and legal aspects of nursing.
26. Preserves confidentiality of patient information in accordance with the Privacy Act regulations.

WORK ENVIRONMENT:

The position is located in the Women's Wellness Center Section of Clinical Services, USPHS Choctaw Health Center, Choctaw, Mississippi. The WWC provides services to well women related to obstetrical, gynecological, and family planning services. There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients and families with or without influence of drugs or alcohol who may present for care. A high degree of emotional control, tact and patience is required. The physical work environment demands long periods of walking and standing, lifting and moving patients and equipment in excess of 50 pounds.

OTHER REQUIREMENTS OF THE POSITION:

1. Must possess a strong work ethic and team player mentality
2. Strong sense of integrity and commitment to patient care and advocacy.
3. Must be able to handle frustrating circumstances in a calm and composed manner when dealing with clients and staff.

QUALIFICATIONS:

1. In addition to meeting one of the professional nursing education requirements listed below, the incumbent must have the following years of professional nursing experience.

a. Professional Nursing	Professional Nursing
b. Education Requirements	Experience TS-11
c. Baccalaureate Degree Program	With 3 years
d. Master's Degree Program	With 2 years

2. The above basic program in nursing must have been completed in a school of professional nursing approved by the legally designated state accrediting agency at the time the program was completed by the candidate.
3. Professional experience or education must have been in nursing which equipped the candidate with the knowledge and ability to perform fully the work of the position for which considered. One year of professional nursing experience must be sufficiently related to the specialty in both subject matter and grade level to demonstrate the candidate's ability to perform the major duties of the position being filled.
4. Employee must maintain current registration as a professional nurse in the State of Mississippi or in his or her State of Residence or in Federal Service (Commissioned Corps, etc.) employment. The employee has the responsibility to maintain current professional registration and credentialing in their specified advanced practice field. Employee must be certified in Basic CPR, ACLS, and PALS.
5. Must possess a valid driver's license, have reliable transportation, automobile insurance and a telephone.
6. This is a supervisory position and the incumbent, in addition to the professional qualifications listed, must have demonstrated in their work experience or training, that they possess, or have potential to develop, the qualities of a successful supervisor, e.g., ability to motivate, train, and work effectively with subordinates who have a variety of backgrounds and training.
7. Successful completion of criminal background investigation and pre-employment drug test.

****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 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.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resource
P.O Box 6033, Choctaw Branch
Choctaw, MS 39350**