



Choctaw Health Center

WIC PROGRAM
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4510

JOB ANNOUNCEMENT #096151

POSITION: Vendor Manager

SALARY: Tribal Pay Scale Grade 12

SUPERVISOR: WIC Director

JOB LOCATION: Choctaw Health Center-WIC

TYPE OF EMPLOYMENT: Regular FullTime/Exempt

OPENING DATE: SEPTEMBER 13, 2022 **SEP 13 2022**

CLOSING DATE: SEPTEMBER 27, 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 health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

Come make a difference! The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 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. It 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.

SCOPE OF SERVICE AND EFFECT:

The incumbent will be responsible for the management of WIC authorized vendors and FMNP farmers, by assuring that all vendors meet and/or exceed requirements, and to assist with the grant applications established by Food and Nutrition Service, United States Department of Agriculture, so that WIC recipients have access to allowable foods for improvement of health status. In addition, the incumbent is to manage special projects as assigned by the Program Director, focusing on improvement of services to WIC participants.

DUTIES AND RESPONSIBILITIES:

1. Be a lead person to and provide supervision over the Vendor, Food Delivery, and FMNP staff, performing evaluations, technical assistance or training to staff in Vendor, Food Delivery and FMNP Management matters.
2. Meet with potential vendors for authorization as WIC Vendor/farmers, explaining program requirements, application process and authorization process.
3. Conduct monitoring of vendors, whether pre-authorization, training, special or routine. Home visits to farms to inspect viability of farm. Monitor farmers' market operation.
4. Conduct vendor/farmer training, group or individual as required or as necessary.
5. Maintain sanction system as required by federal regulation.
6. Maintain vendor information in the SPIRIT system.
7. Conduct compliance buy or inventory audits 5% of WIC stores annually.
8. Give input to WIC State Program Plan and FMNP Plan of operations regarding vendor/farmer management.
9. Collect data, prepare and submit required reports to appropriate USDA, FNS staff or WIC Director.
10. Monitor food management inventory system prepared by staff.
11. Handle special projects assigned by the WIC Director deemed necessary for WIC and the Farmers' Market Nutrition Program, such as investigations, surveys, program plan development/modifications, special initiatives, etc. that will lead to improved services.
12. Must be able to plan and prioritize tasks to complete special projects by deadlines.
13. Other duties as assigned by WIC Director or acting supervisor.

WORK ENVIRONMENT:

This position is based at the WIC Program Office, Choctaw Health Center, Philadelphia, MS. Other work sites including Bogue Chitto Clinic, Philadelphia, MS; Bogue Homa Clinic, Heidelberg, MS; Conehatta Clinic, Conehatta, Ms; Crystal Ridge Facility, Louisville, MS; Red Water Clinic, Carthage, Ms; Standing Pine Facility, Walnut Grove, MS; Tucker Facility, Philadelphia, MS; Ag and Rural Development facility, Philadelphia, MS.

PHYSICAL DEMANDS:

There will be some lifting of equipment up to 40 pounds.

QUALIFICATIONS:

1. Must have a minimum of bachelor's degree in nutrition or related field OR 4 years in management may substitute.
2. Must have experience in reviewing and implementing federal regulations.
3. Must have the ability to update State plan policies procedure every year for annual submission.
4. Excellent planning, writing, project management and implementation skills.
5. Must have positive attitude, good work habits, show initiative, ability to work with minimal supervision and the ability to get along with others.
6. Must have excellent cross-training experience and organization skills.
7. Must have professional communication skills written and oral.
8. Must have experience in conducting community assessments.
9. Must be able to teach adults in classroom setting or on individual's basis.
10. Must be able to take day trips and some overnight travel
11. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(ATTACH COPY/PROOF TO APPLICATION)**
12. Successful completion of criminal background investigation and pass a pre-employment drug test.
13. Candidates will be required to show proof of being fully vaccinated against the 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 the 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, 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.

IF INTERESTED, SEND APPLICATION TO:

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