



MISSISSIPPI BAND OF CHOCTAW INDIANS
CHOCTAW HEALTH CENTER
210 HOSPITAL CIRCLE
CHOCTAW, MS 39350

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CHOCTAW HEALTH DEPARTMENT
JOB ANNOUNCEMENT #15-01-00

POSITION TITLE: Public Health Sanitarian
OPENING DATE: **OCTOBER 21, 2016** OCT 21 2016
CLOSING DATE: **NOVEMBER 04, 2016 OR UNTIL FILLED**
SALARY: Tribal Pay Scale Grade 15
SUPERVISOR: Public Health Advisor
TYPE OF EMPLOYMENT: Regular Full Time
JOB LOCATION: Choctaw Health Center

***Mission Statement:** The Mission of the Choctaw Health Department 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.*

The Choctaw Health Center is a 20-bed hospital located in Choctaw, Mississippi off of State Highway 16 in Neshoba County, Mississippi, on the Mississippi Band of Choctaw Indians Reservation. The Mississippi Band of Choctaw Indians tribal reservation consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker, plus one community in Henning, Tennessee. The Choctaw Health Center serves approximately 10,000 tribal members. The Choctaw Health Center is a 180,000

square feet comprehensive health care facility with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

SCOPE OF SERVICE:

The Public Health Sanitarian serves under the direction and supervision of the Public Health Advisor of the Choctaw Health Department, Mississippi Band of Choctaw Indians. The Public Health Sanitarian serves as director of the Environmental Health Services program of the Choctaw Health Department. The Public Health Sanitarian is responsible for carrying out measures to protect public health, including investigating and eliminating health hazards in a variety of settings, as well as health promotion and health education relative to environmental health.

RESPONSIBILITIES:

The Public Health Sanitarian is responsible for the assessment of environmental health issues including the planning and recommendation of intervention strategies based on industry standards and regulations. Under the direction of the Public Health Sanitarian, the Environmental Health Services program monitors safe water supply systems; waste water and solid waste treatment and disposal systems; food service sanitation; hospital, housing and institutional sanitation; occupational and community injury prevention; vector control; and rabies control.

DUTIES:

The Public Health Sanitarian:

1. is responsible for the immediate supervision of the Environmental Health Specialist and any other staff assigned to the Environmental Health Services program;
2. assures community water systems, waste water systems, and solid waste systems are regularly evaluated and meet the Mississippi Band of Choctaw Indians (MBCI) standards and policies;
3. conducts epidemiological investigations of outbreaks of environmental related diseases to prevent the spread or limit the occurrence of additional cases;
4. evaluates, and where necessary, recommends improved operation, renovation and/or replacement of private water supplies and individual wastewater treatment/disposal systems;

5. in consult with the tribal engineering staff, participates in the inspections and review of all water, sewer, solid waste disposal, and food handling facilities proposed to be constructed on the Choctaw Reservation;
6. issues and/or recommends denial or withdrawal of permits and licenses for all food handling facilities within the jurisdiction of the MBCI;
7. Recommends budget requirements to implement the Environmental Health Services program;
8. Participates in Environmental Health Services policy decisions and serves as liaison officer for matters pertaining to Environmental Health Services with federal agencies such as the Bureau of Indian Affairs, the Indian Health Service, Environmental Protection Agency, Rural Utilities Service-USDA, the Choctaw Health Center, tribal programs, schools, and state and local agencies;
9. Provides technical assistance to the Environmental Services staff (housekeeping) at the Choctaw Health Center and outlying field clinics;
10. Provides technical assistance to the MBCI Public Works Department as necessary;
11. Advises management at the Choctaw Health Department on environmental health issues, policy interpretation, resource distribution, and program implementation;
12. Analyzes morbidity and mortality data associated with injury and promotes and assists with the implementation of injury prevention programs designed to reduce injury rates in tribal communities throughout the area;
13. Establishes and maintains a network of contractors, peer consultants, etc., in order to accomplish project tasks in a timely manner;
14. Utilizes appropriate electronic databases, including project planning and reporting programs to accomplish tasks.
15. Other duties assigned by the supervisor.

QUALIFICATIONS:

The minimum qualifications for the Public Health Sanitarian are:

1. Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) with the National Environmental Health Association;
2. In lieu of the REHS/RS credential, a Bachelor's degree (BA or BS) in Environmental Health, or, a Bachelor's degree in any field with a minimum of 30 semester hours or 45 quarter hours of college credit in basic sciences coursework plus college coursework in math or statistics is required. Basic sciences include Life Sciences, Natural Sciences, Physical Sciences, or Health Sciences. These college course requirements plus two years of paid work experience in Environmental Health are the prerequisites for the NEHA examination to become REHS/RS credentialed. **Incumbent must become REHS/RS credentialed within 6 months of employment**, contingent on the NEHA examination schedule;
3. Two years of work experience in the field of public health, preferably in environmental health.
4. Experience in researching technical material as well as public presentation of technical information;
5. Experience with Indian Health Service or other tribal, federal, and state agencies, with respect to government-funded program implementation, is preferred;
6. Ability to interact and communicate effectively with professional and non-professional colleagues as well as with government officials and the general public;
7. Adequate personal transportation with automobile liability insurance and a valid state-issued driver's license.
8. Successful completion of criminal background investigation and drug test.

In accordance with the Choctaw Health Department Employee Health Program, a pre-employment physical examination is required, and an annual exam is required while employed.

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 person(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 only 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. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

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