



MISSISSIPPI BAND OF CHOCTAW INDIANS
Choctaw Health Center
Nursing Service
210 Hospital Circle
Choctaw, MS 39350
PH: 601-389-4500
FAX: 601-389-4251

JOB ANNOUNCEMENT #15-07-06

1. POSITION TITLE: WARD CLERK
2. SALARY: GRADE 4
3. OPENING: SEPTEMBER 29, 2016 **SEP 29 2016**
4. CLOSING: OCTOBER 6, 2016 OR UNTIL FILLED
5. SUPERVISOR: DIRECTOR OF NURSING
6. JOB LOCATION: CHOCTAW HEALTH CENTER
Emergency Department
7. TYPE OF EMPLOYMENT: Regular Full-Time

8. Scope of Service and Effect:

The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, MS, off of state Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight 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 ten county area in central Mississippi. It is a 179,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water. Clinical supervision will be under the Unit Supervisor or designee, and the Director of Nursing.

9. Duties and Responsibilities:

Operates as coordinator of registration and administrative management for provision of care.

Greets patients and begins the care process by obtaining and verifying identification, insurance, updates demographic information, generates the ER record and provides necessary forms for nursing staff.

The clerk works in conjunction with the ER staff to assure a smooth flow of traffic within the department.

Answers and routes all incoming telephone calls to the Emergency Room and for the hospital during night and weekends.

Transitions to provide emergency communication during emergencies or disasters (e.g., Code 99, ER as Incident Command, etc)

Maintains and verifies completion of all logs and records used in the client care process in the ER.

The clerk must maintain the confidentiality of all patient information in accordance with the Privacy Act and the Health Insurance Portability and Accountability Act (HIPAA).

The clerk Interacts with the medical staff, nursing staff and other healthcare personnel to ensure prompt and quality services within the CHC, and for continuity of care during transfers or admissions.

The clerk monitors and completes all forms as appropriate for data processing and billing including but not limited to ER records, workmen's compensation forms, Medicaid and Medicare forms.

The clerk must participate in the nursing program's on-call rotation and may be called for duty to help provide adequate coverage for the department.

The clerk must adhere to the established policies and procedures of the department, nursing program and organization.

The clerk must compile or generate daily and monthly reports for the department's quality management activities.

The clerk will provide supportive and/or clerical assistance to the nursing personnel.

Must have access to Electronic Health Records for patient information to achieve their duties and maintain the confidentiality of patient information at all times.

Personnel must maintain a Violence Free, Drug/Alcohol free Workplace, as per NP 3-4.2KKK and Tribal Administration Policy CHO.136-89.

10. WORK ENVIRONMENT & PHYSICAL DEMANDS:

There is common exposure to contagious diseases. The work includes a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors. The work requires a considerable amount of time sitting in a confined area to provide constant reception and courteous attention to the consumer's needs.

11. QUALIFICATIONS:

The Ward Clerk must possess the following educational and/or experience:

- High School diploma or GED equivalent. **(REQUIRED)**
- Possess a valid Mississippi Driver's license. **(REQUIRED)**
- Must have dependable transportation.
- Automobile liability insurance. - **AS REQUIRED BY STATE LAW**
- Knowledge of basic medical terminology preferred.
- Keyboarding and computer skills preferred.
- Fluency in Choctaw and English languages preferred.
- Excellent interpersonal skills and empathy for individuals in crisis is essential.
- Must be able to multi-task, prioritize work and manage interruptions easily.
- Must be able to use good telephone etiquette, providing a positive image of the ER to the public.
- Must be able to work 12-hour rotational shifts and weekends.
- Must be able to participate in the on-call rotation and maintain a reliable contact number.
- Successful completion of criminal background investigation and drug test.

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and an annual physical examination 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