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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 #15-07-30

POSITION TITLE: REGISTERED NURSE
SALARY: GRADE 12
OPENING: SEPTEMBER 07, 2016 SEP 07 2016
CLOSING: SEPTEMBER 14, 2016 OR UNTIL FILLED
SUPERVISOR: DIRECTOR OF NURSING
JOB LOCATION: CHOCTAW HEALTH CENTER
Emergency Department

TYPE OF EMPLOYMENT: Regular Full-Time

SCOPE OF SERVICE:

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.

The position of Registered Nurse is located in the Emergency Department of the Choctaw Health Center, in Choctaw, Mississippi. The Hospital consists of a 20 bed Inpatient Unit, Primary Care Clinic, and an Emergency Department. Services are provided to the General Medical, Obstetrical, Pediatrics, Adolescents, Adult, and Geriatric clients of the Mississippi Band of Choctaw Indians.

The purpose of the position is to work in collaboration with various department and/or agencies, in order to meet the health care needs of clients with a wide variety of health conditions.

This position functions under the direction, guidance and administrative management of the Director of Nursing Services and/or designee. Clinical supervision will be under the Nurse Supervisor and/or Registered Nurse.



DUTIES AND RESPONSIBILITIES:

1. Responsible for the overall nursing care of clients he/she may be assigned to. She works in conjunction with other ancillary health care providers to meet the health care needs of the client.
2. Observes the client's clinical condition, performs and assessment, identifies problems, and initiates a plan of care. He/She interviews the client and clients' family member, reviews health records and evaluates the clients' health and/or social needs. (In the event of a life-threatening situation, he/she notifies the physician, and takes preplanned measures.)
3. Guides and counsels clients/families in regard to continuity of care and implements the directions given by the primary provider in relation to health maintenance, home care and disease prevention.
4. Administers therapeutic measures as prescribed by the physician, such as, IV Therapy; heat and cold application; medication administration; eye, ear, and wound irrigations; NG and foley insertion; suctioning; and other measures within the scope of the RN.
5. Assists in maintaining a safe environment for the client.
6. Able to understand a wide variety of health disparities, to be able to treat and educate the client/family, of such. He or she will participate in the education of health promotion/disease prevention, and document the clients' level of understanding.
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).
8. Helps to maintain appropriate patient care records, provides proper documentation, and preserves patient confidentiality.
9. Able to operate and maintain specialized equipment, such as, cardiac monitor, fetal monitor, respiratory therapy units, suction and drainage units, incubators, and other apparatus necessary in the care of the client.
10. Shares in the responsibility of maintaining adequate supplies, and the general upkeep of the unit they are assigned.
11. Is subject to call-back duty, in order to provide adequate nursing coverage. Individual will share rotational weekend call-back coverage.
12. Attends mandatory meetings and inservices. Participation and presentation of continuing education is encouraged.
13. Performs other duties as assigned.

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, families, 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.



EDUCATION, EXPERIENCE AND QUALIFICATIONS:

15. Current registration as a professional nurse in the State of Mississippi.
16. Basic programs in nursing school must have been completed and approved by a legally designated state accrediting body, at the time of completion.
17. Minimum of an Associate Degree with at least 1-2 years hospital experience.
18. Must be willing to work evening and/or night shifts, the weekends and holidays.
19. Provide current CPR registration, ACLS, PALS & TNCC.
20. 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.
21. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle the hostile and disgruntled client.
22. Must have reliable transportation and possess a valid Mississippi Driver's license.
23. Automobile liability insurance. **REQUIRED**
24. Must have a current working telephone number at all times.
25. 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.

CHOCTAW HEALTH DEPARTMENT 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 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**