



## Choctaw Health Center

Women's Wellness Center  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601-389-4420

### JOB ANNOUNCEMENT#083131

**POSITION TITLE:** Licensed Practical Nurse  
**SALARY:** Tribal Pay Scale Grade 8  
**SUPERVISOR:** Women's Wellness Center Coordinator  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Full-Time/Non-Exempt/Essential  
**OPENING DATE:** APRIL 24, 2023 APR 24 2023  
**CLOSING DATE:** MAY 08, 2023 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*

The Choctaw Health Center is a twenty bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten county area in East Central Mississippi. It is an 18,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

### **Scope of Service and Effect:**

This position with the Choctaw Health Center WWC is located at the Choctaw Health Center. The incumbent is supervised by the Women's Wellness Center Coordinator. The LPN provides preventive/wellness health care services to OBGYN and well women in the WWC on an outpatient basis.

### **Responsibilities and Duties:**

The LPN in WWC is assigned to work with a specific provider. She is required to be able to perform many of the RN duties in case of absence of the RN. Typical duties of the LPN include:

1. The collection of initial patient information during the intake process at WWC; completing all pertinent forms and updating as required.
2. The WWC LPN is responsible for the initiation of appropriate lab work during the intake process as established per approved CHC WWC guidelines/protocol.
3. Reviews patient's records for needed procedures of follow-up and also initiates referrals as necessary.
4. Attends and participates in team meetings.
5. Assists medical provider as necessary in performing procedures or exams.
6. The WWC LPN is responsible for the administration of oral, intramuscular, subcutaneous, and intradermal medications as ordered by the medical provider.
7. The WWC LPN is responsible for the discharge planning and assessing that the client understands her plan of care, when the next WWC appointment is due, and discharge instructions prior to leaving the WWC.
8. Provides confidentiality of patient information in accordance with Privacy Act Regulations.
9. Possess computer skills and competency in using the electronic health records system for making progress notes on patient records, ordering labs and imaging per WWC guidelines, medications/immunizations given per order of provider, and communicating with other staff through EHR.

### **Hours Worked:**

This is an essential, non-exempt position. The clinic hours are Monday through Friday, 8:00 AM - 4:30 PM. Employees are responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime, and for sick and annual leave.

### **Work Environment:**

There is common exposure to contagious disease. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, relatives, and/or visitors. There is a 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.

**Qualifications:**

1. High School Diploma or GED graduate (REQUIRED).
2. Current licensure as a Licensed Practical Nurse in the State of Mississippi.
3. 3. Basic program in nursing school must have been completed and approved by a legally designated state accrediting body at the time of completion.
4. Minimum of 1-2 years' experience is preferred but not mandatory.
5. Current in BLS Certification. Licensed Practical Nurse
6. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle the hostile and disgruntled client.
7. Must have reliable transportation and possess a valid Mississippi driver's license and automobile liability insurance.
8. Must have a current working telephone number at all times.
9. Must complete the Criminal Background Investigation process and pass the pre-employment drug test.
10. Candidates will be required to show proof of being fully vaccinated against 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 a 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.

**\*\*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 up 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