



Choctaw Health Center

Public Health Services
210 Hospital Circle
Choctaw, MS 39350-6781
601-389-4110

JOB ANNOUNCEMENT #084110

POSITION: Public Health Nurse

SALARY: Grade 13

SUPERVISOR: Director, Public Health Services

JOB LOCATION: Choctaw Health Center – Public Health Services

TYPE OF EMPLOYMENT: Regular FullTime/ Non-Exempt/Non-Essential

OPENING DATE: FEBRUARY 21, 2023 FEB 21 2023

CLOSING DATE: MARCH 07, 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 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 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 180,000 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:

The Public Health Nurse serves under the direction and supervision of the Director, Public Health Services, with broad latitude for planning and carrying out tasks associated with the public health nursing services.

WORK ENVIRONMENT:

The Public Health Nurse is based at the Choctaw Health Center in the Pearl River Community, but will be required to travel to other Choctaw communities on a regular basis to carry out duties of this position. There is common exposure to contagious disease(s). The Public Health Nurse may be assigned clinical nursing duties at the field clinics, as needed. The Public Health Nurse may be required to work more than eight hours per day to carry out some evening duties.

DUTIES AND RESPONSIBILITIES:

1. The Public Health Nurse has responsibility for a broad range of community health nursing activities including preventive health & wellness, health education, communicable disease control including TB Control, and STI/HIV Control, and chronic disease management, such as Diabetes Management, as well as other activities generally associated with community health nursing.
2. Assures continuity of care by providing guidance, teaching, and demonstration in home visits, in-service training, and community group meetings.
3. Focus on case finding, assess family needs, identifies individual nursing, medical and social needs, guides families towards self-help in recognition and solution of physical, emotional, and environmental health problems.
4. Establishes an organized plan for making home visits and develops criteria for selection of families to be visited.
5. Research communicable diseases and chronic diseases to provide education & instruction to other Public Health Services staff and patients and families. Coordinates and implements community outreach education classes.
6. Assess, monitor, and carries out treatment plans for patients at various stage of disease, focusing on the prevention of complications and management of communicable diseases
7. Participates in clinical management team meetings and activities associated with Diabetes Control, Tuberculosis Control, and STI/HIV.
8. Documents assessments, interventions, and treatment plans, including recommendations & goals, progress notes and discharge summaries.

9. Maintains appropriate records, prepares monthly and quarterly reports, and incorporates studies as a part of evaluating services.
10. Provide clinical resource and consultation to Public Health staff
11. Participates in inservice training for clinical nursing staff at Choctaw Health Center.
12. Consults and plans with State and County Health Agencies to monitor and provide preventive health services including communicable disease response to Native American groups
13. As a member of the Public Health Services team, the Public Health Nurse participates in the planning and establishment of priorities of health needs in the tribal communities.
14. Provides technical support to Community Health Technicians, develops action plans, and does follow-up on communicated plans.
15. Helps to establish public health programs and public health education based on the established priorities and social & cultural needs of the community.
16. Participates in monthly tuberculosis evaluation clinics at Choctaw Health Center.
17. Participates in the appropriate care of all TB patients and contacts.
18. Participates in tuberculosis screening of Choctaw Reservation residents and do follow-up on all positives.
19. Attend all TB Control Team meetings.
20. Required to attend the TB Update and Certification Course offered by the Mississippi State Department of Health.
21. Participates in Sexually Transmitted Infection/HIV program meetings at Choctaw Health Center.
22. Assist with the appropriate care of all STI/HIV patients and contacts. Coordinates with the Community Health Technicians for follow-up on all patients with positives.
23. Enters and maintains all patient information in the patient's electronic health record (EHR) on the CHC EHR System.
24. The Public Health Nurse makes a continuing effort to improve their skills and knowledge to increase the quality of care in the community.
25. In addition to a full range of traditional Public Health Nursing services, the Public Health Nurse will assume other duties as assigned by the Director, Public Health Services.

Hours Worked:

This is a non-essential non-exempt position. Working hours are 8:00 to 4:30, Monday through Friday, but may be temporarily modified to carry out special assignments.

Work Environment:

1. Normally works in a well-lighted, well-ventilated office and clinical area.

2. Is subject to frequent interruptions and to environmental noise.
3. Must follow safety standards when applying nursing procedures

Physical Demands:

1. Physical demands are those generally associated with nursing performance of duties.

Job Hazards:

1. Possible exposure to communicable diseases and related risks generally associated with nursing service.

QUALIFICATIONS:

1. Must have current registration/licensure as a professional nurse (RN) in the State of Mississippi. (ATTACH COPY/PROOF TO APPLICATION)
2. Minimal educational requirement: Basic registered nursing program must have been completed in a program approved by the Mississippi State Department of Education, or one approved by a legally designated state accrediting entity, at time of completion. Bachelor's Degree in Nursing preferred. (ATTACH COPY OF DEGREE/PROOF TO APPLICATION)
4. Fluent Choctaw language speaking preferred.
6. Must have current BLS, ACLS, PALS certification or commitment to obtain certification within three months of employment. (ATTACH COPY/PROOF TO APPLICATION)
7. Must be willing to travel locally and out of town.
8. Must possess adequate transportation, auto liability insurance, and valid driver's license. (ATTACH COPY/PROOF TO APPLICATION)
8. Must have basic computer skills. Be experienced in MS Office programs (Microsoft Word, Excel, Power Point, etc.).
9. Completion of criminal background investigation and pass a pre-employment drug test.
10. 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 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 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**