



Choctaw Health Center

Department Name
210 Hospital Circle
Choctaw, MS 39350-6781
Department phone number

JOB ANNOUNCEMENT# 359108

POSITION TITLE: Purchasing Agent

SALARY: Grade 10

SUPERVISOR: Director of Procurement

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: *Regular Full Time/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 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 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:

The incumbent is responsible for the operational and purchasing duties of the Procurement Department. Maintains the computerized procurement system. Time management, responsibility, accountability, and flexibility are important in all departmental tasks. Acts as an authority and attends department meetings in the absence of Director of Procurement. This position is a two-year position funded by the American Recovery Plan.

Responsibilities and Duties:

1. Maintains resource file consisting of supply catalogs, price lists, directories, Federal, Departmental, and administrative regulations, policies and procedures, and computer-generated files containing all the above. Continually reviews and updates this material and develops new and advantageous sources of supply.
2. Advises supervisor and management on matter pertaining to purchasing policies and procedures. Assistance is provided upon request regarding specific situations or problems and upon receipt of changed procedures imposed by higher authority involving regulations, laws, and good business practices.
3. Must be familiar with trade and generic names of drugs and hospital supplies to be able to draw conclusions, make substitutions, making comparison of prices, discounts, delivery dates, or handling charges.
4. Responsible for placing orders for office and medical supplies from local and out-of-state vendors and placing emergency and off-schedule orders from NSSC, or other vendors.
5. Follows up on back orders; makes special arrangements for delivery; and communicates to departments the expected delivery date. Responsible for returning or exchanging wrong items.
6. Conducts nursing unit rounds to check with nursing supervisors regarding concerns/problems/evaluation of the supply system. Evaluates problems (real or potential) and pursues solutions to same. Seeks advice from supervisor on unusual or critical problems.
7. Assumes responsibility for safekeeping of all supplies. Safety precautions must be always adhered to.
8. Works in conjunction with Procurement personnel to maintain storeroom and warehouse facilities in neat, clean, and orderly manner avoiding accumulation of paper, boxes and packing material which may create a fire hazard.
9. Assists in other functions of the Procurement Department such as filling orders and transporting supplies to the appropriate departments daily, receiving and unloading supplies from commercial carriers and acting as alternate Inventory Control Clerk.
10. Reviews all product requests: checks for accuracy, specification, needs, and processes all approved orders and requisitions.
11. Places orders with vendors utilizing phone, email, or automatic order entry.
12. Verifies packing slips against purchase orders and forwards to Accounts Payable.
13. Interfaces directly with Accounts Payable in instances where price discrepancies exist between the purchase order and invoice. Approves short payments to distributors for the invoiced price.
14. Reports all major or consistent price discrepancies to the Procurement Director.
15. Coordinates product returns with various vendors and the Inventory Control Clerk.
16. Assists Procurement Director with solicitation of bids, review of pertinent data and negotiations.
17. Interfaces directly with department managers in relation to procurement to establish specification and need.
18. Communicates with Purchasing agent any items not received and back ordered items

19. Acts as contact person with computer software support group. Implements software enhancements. Maintains computer hardware and software in a manner that ensures proper and accurate operation.
20. Reviews backorders and expedites these orders.
21. Reviews month-end data to ensure accuracy and forwards to the Procurement Director.
22. Processes paper flow according to proper procedure in the most time efficient manner.
23. Maintains an accurate filing system for purchase orders and requisitions.
24. Updates, catalogs, price lists and product vendor files as needed.
25. Interfaces directly with sales representative to ensure price competition and accuracy are achieved.
26. Combines orders by vendor to ensure that orders are placed in the most efficient manner.
27. Makes corrections, deletions and adjustments to suggested orders submitted by Inventory Control Clerk.
28. Helps to complete task in the Procurement Department that are not within the job description. Renders self-available, when responsibilities have been met, to assist in areas that may require assistance.
29. Performs additional tasks or other duties as assigned by the Procurement Director.
30. Adhere to all provisions of the Privacy Act and Health Insurance Portability and Accountability Act, (H.I.P.A.A).

Hours Worked:

Monday through Friday, 8:00 AM to 4:30 PM. Lunch rotation may be required on occasion. Employees are responsible for clocking in and out as scheduled. On rare occasions, incumbent may be called back to duty should a hospital code or emergency arise.

Work Environment:

1. Work is performed primarily in the Procurement office area with adequate lighting, heating, cooling, and ventilation. Occasional work in outside temperature and storage that is not temperature controlled.
2. Requires some walking within the hospital campus.
3. Position is subject to frequent interruptions.
4. Must follow safety standards when lifting and moving heavy objects.
5. Occasional driving in the company vehicle to pick up and drop off products or property.

Physical Demands:

1. Physical requirements include the ability to lift a minimum of fifty (50) pounds from a floor to an over-the-head position without difficulty.
2. Good physical stamina is required.
3. This position involves: computer work at terminal, walking, standing, pushing, and lifting.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising client care.

Job Hazards:

1. Possible expose to communicable diseases, toxic substances, and other conditions common to a clinical environment.

Qualifications:

1. High school graduate or GED is required. Preference for post-secondary accounting and business coursework.
2. At least one (1) year of experience with the accounting or procurement functions is preferred.
3. Basic computer knowledge, and understanding of all Microsoft Office Products, and Adobe Software is preferred.
4. Must possess valid Mississippi driver's license, liability insurance, dependable transportation, and telephone. (ATTACH COPIES AS PROOF TO APPLICATION)

Other Requirements of Position:

5. Must be dependable and punctual.
6. Lunch rotation may be required on occasion.
7. Must possess good writing and communication skills.
8. Prioritizes responsibilities to ensure completion of duties.
9. Excellent communication skills, written and oral.
10. Must possess great interpersonal skills.
11. Requires minimal supervision in performance of job duties; is a self-starter and able to work independently.
12. Ability to establish and maintain a good working relationship with all hospital departmental staff in the Choctaw Health Center, including patients and vendors.
13. In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and annual physical examination thereafter during employment.
14. Must have successful completion of criminal background investigation and pass a pre-employment drug test.
15. 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