



## Choctaw Health Center

Managed Care Department  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4280

### JOB ANNOUNCEMENT # 061107

**POSITION:** Case Manager

**SALARY:** Tribal Pay Scale Grade 14

**SUPERVISOR:** Managed Care Director

**JOB LOCATION:** Choctaw Health Center

**TYPE OF EMPLOYMENT:** Full Time, Exempt, Essential

**OPENING DATE:** JANUARY 19, 2023 **JAN 19 2023**

**CLOSING DATE:** FEBRUARY 02, 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 20-bed hospital centrally located in Choctaw, Mississippi 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 11,000+ members of the tribe's population across ten county areas in central Mississippi. It is a 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 SERVICES AND EFFECT:**

The Case Manager position serves as an advocate for the patient and family regarding delivery of quality care throughout the referral process. This position works as a member

of the multidisciplinary team with physicians, social workers, patient care facilitators, other managed care staff to actively manage and coordinate functions associated with the referral system process and appropriate utilization of health services to maintain a relationship with external customers. This position will work with patients from all age groups.

#### **DUTIES AND RESPONSIBILITIES:**

1. The Case Manager will maintain ongoing tracking and appropriate documentation on referrals to provide a continuum of care, quality healthcare, and ensure patient safety.
2. The Case Manager will assemble information concerning the patient's clinical background and Purchased/Referred Care referral needs according to guidelines and will provide appropriate clinical information as needed.
3. The Case Manager will review new Priority II referrals and will determine if all services at Choctaw Health Center have been utilized and all alternate resources have been adequately determined prior to approval of the referral. After the determination is made, the referral will then be directed to the appropriate Referral Coordinator for disposition.
4. The Case Manager will review details and expectations about the Purchased/Referred Care referral with the patients and may refer eligible patients for alternate resources.
5. The Case Manager will be the referral system navigator and point of contact for patient's families, and vendors. The Case Manager must be available to address vendor and patient questions and concerns.
6. The Case Manager will establish and maintain relationships with identified service providers.
7. The Case Manager will consult with outside providers (physicians and hospitals) to provide a continuity of care for the patient.
8. The Case Manager will ensure that referrals are addressed in a timely manner.
9. The Case Manager, Managed Care/Utilization Review Director and the Medical Records Committee will work in a collaborative manner to provide a system for planning, organizing, directing and monitoring of a concurrent case management system involving health information services, quality management, discharge planning, nursing services, patient accounts, and other ancillary staff.
10. Other duties as assigned by supervisor or the Health Director.

**WORK ENVIRONMENT:**

The primary work setting is at Choctaw Health Center within the Business Office in a temperature controlled well lighted environment. Other assigned duties could take place in other areas of Choctaw Health Center.

**OTHER REQUIREMENTS OF THE POSITION:**

1. Sense of integrity and commitment to patient confidentiality.
2. Able to handle frustrating circumstances in a calm and composed manner.
3. Must have a positive, friendly, upbeat, and accommodating personality.
4. Must possess a strong work ethic and team player mentality.

**QUALIFICATIONS:**

1. Professional Licensure in the State of Mississippi, without any restrictions.
2. Graduated from an approved NLN registered School of Nursing. Baccalaureate Degree in Nursing preferred, with a minimum of an Associate Degree in Nursing.
3. Possess strong interpersonal, leadership, organizational and communication (both verbal and written) skills.
4. At least five years clinical experience in a health care setting.
5. Previous Case Management experience preferred.
6. Must possess the ability to handle sensitive and/or stressful situations or information with tact, discretion, and confidentiality.
7. Must have a professional appearance and demeanor and have the ability to work with other health facilities, hospitals and clinics on a constant basis.
8. Must be assertive and have the cognitive ability to deal effectively with people's needs and concerns under highly demanding conditions. Must provide the highest degree of integrity and understanding.
9. Possess good judgment and outstanding communication skills in management of

cases through the referral process.

10. Teamwork oriented and works with multidisciplinary teams for improved outcomes.
11. Resourcefulness in problem solving.
12. Must exhibit ability to work with professional medical staff.
13. Able to follow through with delegated tasks and accountability.
14. Must possess a valid Mississippi driver's license, reliable transportation, automobile insurance and telephone.
15. Completion of criminal background investigation and pass a pre-employment drug test.
16. 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.

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

**\*\*\*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