



Choctaw Health Center

WIC Department
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4510

JOB ANNOUNCEMENT # 076151

POSITION TITLE: WIC Data Entry Clerk
SALARY: Tribal Pay Scale Grade 7
SUPERVISOR: WIC Program Director
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time / non-Exempt / non-Essential
OPENING DATE: JUNE 02, 2023 JUN 02 2023
CLOSING DATE: JUNE 16, 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 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 area 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 Service and Effect:

This position is primarily responsible for WIC and Farmers' Market Nutrition Program clerical and data management, including participant data, data reports, and reconciliation of payments for the WIC Program. The incumbent will perform tasks with varied levels of difficulty, will multi-task, and will demonstrate appropriate public relations skills,

communication skills (written and oral), mathematical skills, typing, and computer skills. The ability to handle financial transactions in the marketplace will be required.

Responsibilities and Duties:

1. Maintain confidentiality of all client information, written or spoken for WIC and FMNP files and record-keeping systems.
2. Maintain WIC and FMNP client files, current participant information in computer databases.
3. Assist clients of WIC and FMNP in completing program applications and assuring that all required documents are received for determination of eligibility.
4. Will UPHOLD the PRIVACY ACT regarding information gathered, written or oral, and/or contained in client files and records.
5. Maintain WIC and FMNP inventory and order supplies as needed.
6. Make copies of forms and materials as needed and distribute as directed.
7. Construct and mail notices/correspondence to WIC and FMNP (elderly, disabled, & senior) participants as necessary.
8. Be on-site at the Choctaw Farmers' Market, during the market season, to explain program benefits and to issue benefits to certified recipients during scheduled market hours (early mornings & Saturdays) hours worked need to be flexible.
9. Maintain records of daily transactions made at the farmers' market.
10. Greet visitors/clients at the WIC office and determine the nature of their visit and direct them as appropriate.
11. Responsible for duties normally associated with office management including answering the telephone, routing calls or taking messages to distribute to appropriate staff; receive and control mail distribution, prepare routine reports and office correspondence.
12. Other duties as assigned by the WIC Director.

Physical Demands:

There will be some lifting of boxes/equipment up to 40 pounds.

Qualifications:

1. Minimal educational requirement is High School or GED graduate **(Attach copy of diploma or certificate to application).**
2. Preference will be given to applicants with post-secondary education **(Attach copy of college transcripts or college diploma to application)** or 2 years work experience managing cash transactions.
3. Experienced in operational standard clerical office procedures.
4. Experienced in operational cash handling procedures.
5. Experienced or trained in public relations skills.
6. Must be self-motivating and able to complete tasks in a timely manner.
7. Oral fluency, in both Choctaw and English, desired.
8. Must be able to work independently and without constant supervision.
9. Must be willing to travel locally and out of town for training and meetings.
10. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(ATTACH COPY/PROOF TO APPLICATION)**
11. Successful completion of criminal background investigation and pass a pre-employment drug test.
12. 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.
13. **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