



Choctaw Health Center

Diabetes Care Clinic
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4370

JOB ANNOUNCEMENT #008116

POSITION TITLE: Program Activity Manager
SALARY: Grade
OPENING DATE: JUNE 07, 2023 JUN 07 2023
CLOSING DATE: JUNE 21, 2023 OR UNTIL FILLED
SUPERVISOR: Director of Choctaw Diabetes Prevention Program
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full – Time-Exempt/ Non-Essentials

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 areas in 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 Program Operations Assistant of the USET Diabetes Prevention Program will be responsible for planning and coordinating community activities. He/She will supervise the Special Project team members and assist in the daily operations of the Prevention

program. He/She will be responsible for maintaining data, evaluation, and completing reports on program activities.

Responsibilities and Duties:

1. Implement the "Native Lifestyle Balance" curriculum of Primary Prevention of Type 2 Diabetes among the identified high-risk patients.
2. Coordinate recruitment activities to identify high-risk- for diabetes patients.
3. Prepare and report project information, maintain participant data, and coordinate data management.
4. Overseeing data, compliance, and submission for Grant are required.
5. Must be proficient in Grant writing.
6. Must have knowledge of Grant Data compliance.
7. Assist in developing and maintaining Quality Management reports as required in a timely manner.
8. Create job description and evaluate the performance of Program personnel.
9. Work directly with Health care providers, community members, and other Tribal programs as required for the success of the project.
10. Work directly with the Diabetes Clinical staff to help improve service to both the Diabetes and Pre-Diabetes population.
11. Ensure that all activities are performed with the utmost attention to patient confidentiality and HIPPA requirements.
12. Provide Case Management service to both the Diabetes and Pre-Diabetes.
13. Supervise and train the Special Project Team to provide instructions to target population.
14. Work closely with Tribal/Hospital administration as well as staff and faculty of the Choctaw Tribal School system.
15. Conduct Diabetes prevention education in the Choctaw Communities.
16. Participate in training and attend conferences to improve program goals and objectives.
17. Coordinate community activities for the tribal member/tribal employees.
18. Perform other duties as assigned by supervisor.

Hours Worked:

The working hours for this position will be 8:00 a.m. to 4:40 p.m. Monday – Friday except when community activities are held in the evening or weekends.

Work Environment:

Most of the work will be at or near the Choctaw Health Center, located in Pearl River Community, near Choctaw, Mississippi. The work environment is a hospital setting located in the Diabetes Care Clinic on the 2nd floor.

Physical Demands:

Must be able to work 40-hour weeks, which require walking, sitting, and occasionally lifting

boxes weighing 50- 80 pounds.

Job Hazards:

Workplace is not hazardous precautionary measures are in place.

Qualifications:

1. BS degree or equal experience in management of health care program or tribal programs.
2. Must be fluent in both Choctaw and English language.
3. Must maintain CPR certification.
4. Must have experience in gathering data and writing reports.
5. Must be willing to learn the basic principles, practice, and standards of care for diabetes health promotion, disease prevention, and treatment.
6. Experience working with individual and small group preferred.
7. Experience working in community or health care setting preferred.

8. Required to possess a valid Driver's license, reliable transportation, and liability insurance.
9. Must have excellent computer and social media skills.
10. Must be knowledgeable in Microsoft Office – Word, Excel, Publisher, and Power-Point.
11. Must have positive attitude toward education and prevention of Diabetes.
12. Completion of criminal background investigation and pass a pre-employment drug test.
13. 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 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