



Choctaw Health Center
Nursing
210 Hospital Circle
Choctaw, MS 39350-6781
PH: 601.389.4250
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JOB ANNOUNCEMENT # 581138

POSITION: Inventory Specialist
SALARY: Grade 8
SUPERVISOR: Director of Nursing Service
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular FullTime/Non-Exempt
OPENING DATE: MARCH 01, 2023 **MAR 01 2023**
CLOSING DATE: MARCH 15, 2023 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

The Choctaw Health Center is centrally located in Choctaw, Mississippi off of State Highway 16W on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 (+) members of the tribe's population across a 10 county area in Central Mississippi. The facility is a 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The position of the Inventory Specialist is responsible for carrying out the program as well as maintaining supply inventories at appropriate levels within the nursing department. The Inventory Specialist will occasionally fill-in or work in conjunction with the Central Sterile Tech. The Central Sterile Tech is stationed within the Choctaw Health Center at Choctaw, Mississippi. The purpose of this position works in conjunction with the Infection Prevention Nurse in relation to the adequacy and effectiveness of the sterilization process. Serves as liaison between other departments

The hospital consists of a 20 bed Inpatient Unit, Primary Care Clinic, and an Emergency Department. Services are provided to the general medical, pediatrics, adolescents, adult, and geriatric clients of the Choctaw Health Center.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. The role of the inventory specialist will include procurement of goods and services according to departmental and organizational policies and procedures.
2. Coordinates with managers to maintain inventory levels.
3. Received shipments, fills orders, and transports supplies to the appropriate Nursing Departments. Hand delivery or distribution of packages to various departments throughout the shift is expected.
4. Works with Procurement personnel on the delivery of goods and services.
3. Ensures that purchasing documents are complete and accurate.
4. Maintains vendor records.
5. Must have access to Electronic Health Record for patient information to the performance of their duties and maintain the confidentiality of patient information at all times.
6. Personnel must adhere to a Violence Free, Drug/Alcohol free Workplace, as per Nursing Policy 3-4.2RR and Tribal Administrative Personnel Policy & Procedures.
7. Performs other duties as assigned by Nursing Administration personnel.

CENTRAL STERILE TECHNICIAN DUTIES, AS NEEDED:

1. Maintains and conducts a perpetual system of inventory. Must have working knowledge of storage principles for sterile and non-sterile items and goods, and shipping and receiving procedures.
2. Must be able to schedule delivery of supplies but still be flexible to cover urgent or emergency situations.
3. Must be oriented to infection problems in handling, sorting, and delivering all goods, and in all areas of the Department including decontamination Area.
4. The Central Supply Tech cleans and prepares items for sterilization. Cleans and checks equipment.
5. The Central Supply Tech delivers emergency items as required or requested.
6. Maintains adequate amount of sterile and non-sterile supplies on shelf at all times.
7. Must collect used items and equipment from the Nursing units on a daily basis and return them to Central Supply for cleaning and sterilization.
8. The Central Supply Tech must have knowledge of all equipment and supplies in the Department.
9. The Central Supply Tech fills orders and issue supplies as requested.
10. The Central Supply Tech must keep accurate records.

SUPERVISION AND GUIDANCE:

Functions under the guidance and direction of the Director of Nursing Service and the Infection Prevention Coordinator.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

There is common exposure to contagious disease. The work requires a considerable amount of time standing/walking, bending and/or lifting, often in the excess of 50 pounds.

QUALIFICATIONS:

1. Must have a High School Diploma or GED Equivalent.
2. Experience in Central Sterile Processing, preferred.
3. Must be willing to work weekends, holidays, and evening/night tours.
4. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle the hostile and disgruntled client.
5. Typing and/or Word Processing skills of at least 50 words per minute required.
6. Must have reliable transportation and possess a valid Mississippi driver's license and automobile liability insurance. ***Required**
7. Must have a current working telephone number at all times.
8. Completion of Criminal Background Investigation and must pass the pre-employment drug test.
9. If participating in job-related continuing education/certification, he/she is required to provide service to the facility, for a minimum of one year, after last CEU and Certification attendance.
10. 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, a 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