



## Choctaw Health Center

Public Health Services  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601-389-4110

### JOB ANNOUNCEMENT # 076121

POSITION: Red Water Rural Health Clinic Clerk

SALARY: Grade 7

SUPERVISOR: Director, Public Health Services

JOB LOCATION: Red Water Rural Health Clinic

TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt/Essential

OPENING DATE: MARCH 24, 2023 MAR 24 2023

CLOSING DATE: APRIL 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 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 twenty bed hospital located in Choctaw, Mississippi 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. The Choctaw Health Center is an 180,000 square feet comprehensive healthcare facility with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

### **SCOPE OF SERVICE AND EFFECT:**

The Red Water Rural Health Clinic Clerk serves under the direction and supervision of the Director, Public Health Services. The Red Water Rural Health Clinic Clerk performs duties normally associated with an office manager including receptionist, office clerk, telephone operator, appointment scheduler. The incumbent is responsible to assure the cleanliness and safe environment of the clinic.

### **WORK ENVIRONMENT:**

Duty station is the Red Water Rural Health Clinic. The incumbent will be required to work 4 ten-hour days, Monday through Thursday, consistent with clinic operational hours. There is common exposure to contagious diseases due to the health clinic setting. There may be encounters with dissatisfied patients and/or family members.

### **DUTIES AND RESPONSIBILITIES:**

1. Manage the daily operations of the clinic by answering and routing telephone calls, scheduling & coordinating appointments, noting cancellations and re-assign patients appropriately, check-in/check-out patients for clinic visit through the BMW scheduling system. Will notify the patient of appointments and will use the scheduling system for appointment mail outs; Maintains proper flow of patients.
2. Be trained in and maintain access to electronic data systems utilized at the rural health clinic.
3. Verifies patient's insurance (Medicaid, CHIP, Medicare, and Private Insurance) utilizing the Passport System.
4. Assist clinic nurse with follow-up of patient referrals including corresponding with consulting providers regarding diagnoses, treatment plans, etc., and scan data into patient's electronic health record.
5. Provides quality customer service to patients. Must be courteous, helpful & friendly. The incumbent will be required to be courteous, tactful, and capable of using own judgment in dealing with incoming calls. Be familiar with Choctaw Health Center personnel and the functions of each CHC department for efficient communication.
6. Functions as a patient advocate; communicates with health care providers on behalf of patients, as needed.

7. Will complete required training (Patient Registration, BMW, etc.) associated with clinic patient care operations.
8. Obtain certification in the American Red Cross Basic Life Support (CPR.)
9. Assures confidentiality of patient data in accordance with the Health Insurance Portability & Accountability Act (HIPAA.)
10. The incumbent will serve as receptionist for the field clinic primary care staff and with other CHC staff housed at the field clinic, i.e., Community Health Technicians, Dental Office, and Behavioral Health staff. Knowledge of hospital policies regarding release of information is required.
11. The incumbent will be responsible for stocking routine supplies utilizing CHC order requisition system.
12. The incumbent will be responsible for ordering Maintenance and IT needs utilizing the CHC work order system.
13. Maintains a neat and orderly office area; performs housekeeping chores as appropriate. Responsible for the general upkeep of the work station.
14. Performs other duties that may be assigned, consistent with the nature of the position.

**PHYSICAL DEMANDS:**

Physical demands are those generally associated with office management duties.

**QUALIFICATIONS:**

1. Minimum of High School Diploma or GED. (ATTACH COPY/PROOF TO APPLICATION).
2. Must have access to adequate transportation.
3. Must possess automobile liability insurance and a valid driver license. (ATTACH COPY/PROOF TO APPLICATION).
4. Must have training or experience in basic computer skills including MS Office programs.

5. Must be able to communicate well in English and Choctaw. Must be able to communicate well with patients and staff.
6. Applicant must have current American Red Cross Basic Life Support (BLS CPR) certification or commitment to obtain certification when training is scheduled.
7. Must complete a criminal background investigation and pass a pre-employment drug test.
8. Candidates will be required to show proof of being fully vaccinated against the 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 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**