



Choctaw Health Center

Department name
210 Hospital Circle
Choctaw, MS 39350-6781
Department phone

JOB ANNOUNCEMENT #298151

POSITION TITLE: Nutrition Coordinator

SALARY: Negotiable

SUPERVISOR: WIC Director

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full – Exempt/Non-essential

OPENING DATE: OCTOBER 26, 2023. **OCT 26 2023**

CLOSING DATE: **NOVEMBER 09, 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 twenty-bed hospital located in Choctaw, Mississippi off State Highway 16 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. It is an 18,000 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:

Incumbent is primarily responsible for providing nutrition counseling, breastfeeding counseling and nutrition education to high-risk WIC clients, pregnant women, postpartum women, breastfeeding women, infants, and children up to age five. Incumbent must be able to coordinate/collaborate with other agencies, who target the same population of clients, to reinforce positive nutrition messages while reducing false information. Be a lead for the Nurse and clerical staff. The incumbent will be required to participate in activities as established by program policies and procedures.

Responsibilities and Duties:

1. Be a lead person; provide supervision over the Nutrition, Breastfeeding, and clerical staff, performing evaluations, technical assistance or training to staff in nutritional matters.
2. Certify WIC clients, when needed, using current risk criteria.
3. Provide nutrition counseling to WIC clients. Develop individual care plans. Implement procedures to provide nutrition education to WIC clients as required in Federal regulations.
4. Tailor food package prescriptions in SPIRIT as needed.
5. Issue client food benefits as needed.
6. Be a backup for collection of anthropometric measurements and data collection as needed.
7. Required to complete nutritional assessment on all high-risk clients and develop care plan based on assessments.
8. Review client medical chart and make appropriate entries in medical chart, documenting in SOAP format.
9. Coordinate with Choctaw Health Center, Diabetes Program and the Choctaw Early Childhood Education Program regarding procurement or development of appropriate educational materials for the target populations.
10. Conducts training/teaching at outlying clinics and for community groups upon request. Some of those may have to be conducted after working hours.
11. When requested, attends WIC Regional meetings, and may be asked to serve on WIC Regional Committees as well as local Health Related Committees.
12. Assist the WIC Director in developing the Nutrition services component of the WIC Program State Plan, conducting reviews and revisions annually or as required by Federal Regulations.
13. Conduct quality assurance surveillance appropriate to activities and participates in monthly Quality Management monitoring. Submit monthly QM report to CHC QM Committee.
14. Oversee the Breastfeeding Peer Counseling Program component of WIC.
15. Manage breastfeeding supply inventory, including all breast pumps.
16. Order prescription formulas for clients and maintain tracking log for all prescription formula orders.

17. Complete monthly staff report.
18. Coordinate all nutrition activities as assigned by supervisor.
19. Be a resource person; provide consultation, technical assistance or training to professional staff and staff of other agencies in nutritional matters.
20. Assist with public information regarding nutrition and breastfeeding education in the WIC Program.
21. Attends recognized professional association meetings and/or trainings that are approved for Professional development CEU's and for maintaining of registration status.
22. Some occasional, overnight, out-of-state travel.
23. Other duties as assigned by the WIC Director or Acting Director.

Work Environment:

This position is based at the WIC Program Office, Choctaw Health Center, Philadelphia, MS. Other work sites include Bogue Chitto Clinic, Philadelphia, MS; Conehatta Clinic, Conehatta, MS; and Red Water Clinic, Carthage, MS.

Physical Demands:

There will be some lifting equipment, up to 40 pounds.

Qualifications:

1. B.S. Degree or higher in Nutrition and Dietetics and successfully passed the American Registration Dietetic Exam or Registration Eligible. **(REQUIRED)**. **Attach copy to application.**
2. Willing to be Board certified as a lactation consultant by the International Board of Lactation Consultant Examiners.
3. Must have basic computer operations skills.
4. Must possess good communication skills, oral and written.
5. Must be able to work independently and without constant supervision.
6. Must be able to take day trips and some overnight travel.
7. Must have own transportation, valid driver's license, and current auto liability insurance. **(REQUIRED)**. **Attach copy to application.**
8. Completion of criminal background investigation and pass a pre-employment drug test. **(REQUIRED)**.

****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