



Choctaw Health Center

Managed Care
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4060

JOB ANNOUNCEMENT: #362107

POSITION TITLE: Secretary/Receptionist
SALARY: Grade 8
SUPERVISOR: Purchased and Referred Care Coordinator
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time/Non-exempt/Essential
OPENING DATE: MAY 20, 2026 MAY 20 2026
CLOSING DATE: JUNE 03, 2026 OR UNTIL FILLED

Mission Statement: Delivering innovative, holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.

Vision Statement: Achieve optimal health and well-being for the Choctaw People while honoring our cultural values.

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:

Performs duties under the general supervision of the Purchased and Referred Care Coordinator or designated individual. Performs routine duties with no direct instruction using own initiative in most cases with the daily operation of the department office. Serve patients and community by greeting, assisting, and directing to appropriate

personnel. Assist with the Managed Care Department and Purchased and Referred Care on an as needed basis. Perform additional duties as assigned.

Responsibilities and Duties:

1. Answers telephones, and directs calls to appropriate staff.
2. Receive and route messages and documents such as billing and collection statements to appropriate staff.
3. Greet visitors, ascertain purpose of visit, and direct them to the appropriate staff.
4. Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, and letters pertaining to the Business Office.
5. Transmit patient or hospital medical claims and other correspondences by mail, e-mail, or fax.
6. Perform various clerical and administrative functions, such as ordering, maintaining an inventory of supplies, typing documents and T&As.
7. Interview patients in order to assist in completing documents such as insurance forms, etc.
8. Maintain filing room and correspondence files, time and attendance, and purchase orders.
9. Assist the Managed Care Department and Purchased and Referred Care Department on as needed basis.
10. Assists the Purchased and Referred Care with sorting files, retrieving data, and corresponding patient claims status with providers.
11. Performs all other duties as assigned by the Purchased and Referred Care Coordinator.

Hours Worked:

Normal Workweek is 40 hours, Monday through Friday. Daily hours are from 8:00 a.m. to 4:30 p.m. with a one hour lunch break between 12:00 p.m. and 1:00 p.m.

Work Environment:

The primary work setting for the position is at Choctaw Health Center Managed Care Department. Other assigned duties could take place in other areas of Choctaw Health Center. While conducting administrative duties, normal office conditions exist, noise level may vary.

Physical Demands:

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk, and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities are required by this job include close vision, color vision, and ability to adjust focus.

Job Hazard:

Possible Expose to communicable diseases, toxic substances, and other conditions common to a clinical environment.

Qualifications:

1. Must have a High school diploma or GED **required**.
2. Must be able to type 50 words per minute.
3. Experience with Word processing and other computer applications will be given preference.
4. Good Oral, and written communication skills is required.
5. Ability to speak Choctaw and English is preferred.
6. Incumbent must possess a pleasant personality because of working closely with patient, various providers, and other Choctaw Health Center staff.
7. Must maintain a code of behavior as outlined in the Choctaw Health Center Compliance Plan.
8. Must possess a valid Mississippi Driver's License, reliable transportation, automobile liability insurance and phone.
9. Successful completion of criminal background investigation and drug test.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

*****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

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