



Choctaw HealthCenter

Administration
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

JOB ANNOUCEMENT #437105

POSITION TITLE: Legal Counsel

SALARY: Negotiable

SUPERVISOR: Health Director

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full-Time/Exempt

OPEN DATE: JULY 06, 2026 JUL 06 2026

CLOSED DATE: JULY 13, 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.

Organizational Overview:

The Choctaw Health Center (CHC) is a tribally operated acute-care healthcare system, organized under the Tribal Member Services Division of the Mississippi Band of Choctaw Indians (MBCI). CHC is a 20-bed acute-care hospital with a 24/7 Emergency Department located in Choctaw, Mississippi, serving approximately 11,000 Tribal members across a ten-county service area in Mississippi and one county in West Tennessee.

The healthcare system encompasses approximately 180,000 square feet and includes outpatient services, specialty care services, emergency services, inpatient services, dental services, behavioral health services, Purchased/Referred Care (PRC), public health programs, and three satellite clinics located in the Tribal communities of Bogue Chitto, Conehatta, and Red Water.

CHC maintains compliance with DNV accreditation standards, CMS Conditions of Participation, and ISO 9001 quality standards.

Position Summary:

The Legal Counsel serves as the legal advisor for Choctaw Health Center (CHC) healthcare operations under the Mississippi Band of Choctaw Indians (MBCI). The Legal Counsel functions as a key member of the executive leadership team and serves as a strategic advisor to the Health Director, Governing Board, executive management, medical staff leadership, and departmental leadership regarding healthcare law, regulatory compliance, employment law, litigation management, contracts, management, and organizational legal strategy.

The Legal Counsel is responsible for providing legal guidance and oversight related to healthcare operations, Indian Health Service (IHS) Self-Governance activities, federal Indian law, HIPAA, CMS Conditions of Participation, DNV accreditation standards, labor and employment matters, procurement and contracting, organizational policy development, governmental affairs, and legal compliance activities.

This position provides executive legal leadership supporting organizational operations, Tribal healthcare initiatives, compliance, and strategic operational sustainability.

Scope of Service and Effect

The Legal Counsel is responsible for executive legal oversight and legal advisory services supporting healthcare operations for CHC. The Legal Counsel ensures organizational legal compliance, protection of Tribal and organizational interests, legal risk mitigation, and strategic legal guidance supporting healthcare operations and Tribal healthcare initiatives.

The Legal Counsel directly supports Tribal healthcare operations, hospital administration, regulatory compliance activities, workforce matters, healthcare contracting, governmental affairs, accreditation readiness, litigation management, policy development, and executive organizational initiatives.

Responsibilities and Duties:

1. Provides executive legal leadership and oversight regarding healthcare operations, organizational governance, contracts, employment law, compliance activities, and legal risk management.
2. Serves as a strategic advisor to the Health Director, Governing Board, and executive leadership regarding legal compliance, regulatory matters, organizational risk, and healthcare operational initiatives.
3. Provides legal interpretation and guidance regarding federal Indian law, tribal governance, healthcare law, HIPAA, CMS Conditions of Participation, EMTALA, OSHA, and healthcare regulatory requirements.

4. Drafts, reviews, and negotiates contracts, procurement agreements, professional service agreements, memorandums of understanding, leases, and legal correspondence.
5. Provides legal guidance and support regarding employment law, workforce investigations, corrective actions, employee grievances, ADA, FMLA, and workforce policy interpretation.
6. Coordinates legal strategy and communications with Office of Attorney General, outside counsel, Tribal legal representatives, governmental agencies, and regulatory entities.
7. Supports organizational compliance initiatives related to DNV accreditation standards, CMS Conditions of Participation, HIPAA, ISO quality standards, organizational risk management, and operational audit readiness.
8. Provides legal oversight and guidance related to Indian Health Service (IHS) Self-Governance activities, Compact and Funding Agreement matters, Contract Support Costs (CSC), and 105(l) lease coordination.
9. Assists executive leadership with organizational policy development, governance frameworks, operational procedures, and enterprise legal compliance strategies.
10. Collaborates with Compliance, Human Resources, Medical Staff, Information Technology, Clinical Operations, and executive leadership regarding legal and regulatory matters.
11. Supports governmental affairs and Tribal consultation activities involving healthcare legislation, reimbursement matters, Medicaid activities, and healthcare operational initiatives.
12. Develops, mentors, supervises, and evaluates assigned staff and promotes professional growth and leadership development initiatives.
13. Demonstrates professionalism, integrity, accountability, and stewardship.
14. Maintains confidentiality in accordance with HIPAA, PHI requirements, attorney-client privilege, and organizational policies.
15. Promotes positive customer service and patient-centered organizational culture.
16. Supports organizational mission, vision, strategic priorities, and Tribal healthcare initiatives.
17. Participates in mandatory training, education, and compliance activities.
18. Performs other duties as assigned by the Health Director.

Qualifications:

Education:

1. Juris Doctor (J.D.) degree from an accredited law school required.
2. Licensed to practice law in the State of Mississippi
3. Additional certifications in healthcare compliance, healthcare law, or executive healthcare leadership preferred.

Experience:

1. Minimum of seven (7) to ten (10) years of progressively responsible legal leadership experience.
2. Demonstrated experience with healthcare law, employment law, healthcare regulatory compliance, contracts management, litigation oversight, and governmental healthcare operations.
3. Experience with Indian Health Service (IHS) Self-Governance, Tribal governments, federal Indian law, and Native American healthcare organizations strongly preferred.
4. Experience supporting executive leadership, governing boards, and healthcare operational initiatives preferred.
5. Experience with healthcare compliance programs, accreditation readiness, and healthcare information privacy regulations preferred.
6. Experience with Oracle Health/Cerner CommunityWorks or comparable healthcare information systems preferred.

Conditions of Employment

1. Successful completion of criminal background investigation and drug screening.
2. Valid Mississippi driver's license with acceptable driving record.
3. Proof of automobile liability insurance and dependable transportation.
4. Compliance with all organizational and Tribal employment requirements.
5. Proof of degree(s) plus any applicable certifications required.

Work Schedule:

Full-time position: Monday through Friday, 8:00 a.m. to 4:30 p.m.

Additional evening, weekend, travel, or emergency response responsibilities may be required based on operational needs.

Non-Exhaustive Description

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Management reserves the right to modify, add, or remove duties and responsibilities as organizational needs evolve.

Work Environment:

The major work site will be Choctaw Health Center with occasional visits to the 3 outlying field clinics. Normally works in a well-lighted, well-ventilated area.

Physical Demands:

Must be able to remain in a stationary or standing position for prolonged period of time.

Job Hazards:

Employee may be exposed to bloodborne pathogens and infectious agents in a healthcare environment.

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 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