



Choctaw Health Center

Administration
210 Hospital Circle
Choctaw, MS 39350-6781
601-389-4250

JOB ANNOUNCEMENT # 389128

POSITION TITLE: Physical Environment Safety Officer

SALARY: Grade 14

SUPERVISOR: CHC General Counsel

JOB LOCATION: Choctaw Health Center

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

OPENING DATE: SEPTEMBER 18, 2024 ~~SEP 18 2024~~

CLOSING DATE: SEPTEMBER 25, 2024 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 (CHC) is a twenty (20)-bed acute care hospital located in Choctaw, Mississippi, off State Highway 16 on the Mississippi Band of Choctaw Indians' Reservation. The Tribe's reservation consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. CHC serves approximately 11,000+ members of the tribe's population across a ten (10) county area in East Central Mississippi. CHC is a 180,000 square foot comprehensive health care center with three (3) satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

The Physical Environment Safety Officer (PE Safety Officer) is a leadership position responsible for planning and directing the physical environment (PE) and safety program and serving as the supervisor for the Security Director for CHC. The PE Safety Officer and Security Department provide a system of environmental safety, and safety and security for patients, staff and visitors, vehicles, including buildings and property of CHC and the three (3) satellite clinics, and provides general assistance to persons doing business with or associated with CHC.

The PE Safety Officer develops, implements, and maintains safety plans for CHC to respond to emergencies, fire emergencies, and interventions or communications to other emergency responders, for emergency management and preparedness, and for fire and life safety events in accordance with DNV-GL Healthcare accreditation requirements and NIAHO standards, OSHA, EPA, FDA, NFPA, CMS Conditions of Participation, and any other applicable regulatory agencies.

Responsibilities and Duties:

1. Ensures continuous survey readiness at all facilities to meet all accreditation guidelines and regulatory standards.
2. Serves as the designated Chairman of the Physical Environment Safety Committee. May be required to serve on other health committees.
3. Supports department directors/supervisors on safety and emergency management issues to ensure compliance with accreditation and regulatory standards.
4. Reviews and updates policies regarding Life Safety, Emergency Management and Physical Environment.
5. Able to work independently and collaboratively regarding regulatory and policy development, compliance, and performance improvement.
6. Collaborates with applicable departments on program and policy revisions and updates.
7. Conducts routine buildings and grounds hazard vulnerability surveys on a periodic and regular basis to determine a needs assessment in disaster planning and to detect code violations, hazards, and incorrect workplace practices. Includes assistance with technical support.
8. Reviews event reports and investigations and makes recommendations to maintain a hazard free environment.
9. Plans and promotes safety programs, training, and communications organization wide. Maintains knowledge of all applicable NIAHO, OSHA, EPA, NFPA, and FDA standards and administrative practices as they may relate to healthcare.
10. Design, develops, conducts, and works with the hospital's Compliance, Environmental Services, Plant Operations, Human Resources, Patient Safety Committee and Physical Environment Safety Committee to promote and provide safety expertise in the development and presentation of safety training materials, including identifying and scheduling department specific training with external vendors, if necessary.

11. Maintains and administers CHC's incident report database.
12. Performs or assists with accident investigations as needed. Ensures that processes take necessary corrective action to prevent future incidents. Communicates recommendations to all concerned parties promptly. Facilitates debriefings and completes after-action reports for real events to identify strengths and opportunities for improvement to an emergency response.
13. Conducts, arranges, participates in, and evaluates the effectiveness of PE audits to identify risk and assess conditions throughout the hospital and clinics by preparing findings, recommendations, corrective action plans, and disseminates results to the PE Committee for quality management activities.
14. Submits reports to the Quality Management Coordinator.
15. Works in conjunction with Human Resources to determine areas for increased training and emphasis on accident prevention. Provides statistical and fiscal data on workers' compensation injuries. Maintains complete and accurate records as required.
16. Prepares various reports, charts, and graphs, to determine trends and needs. Collects, analyzes, and maintains data essential for effective safety and environmental programs. Analyzes hazardous conditions and assigns assessment codes for use by departments to prioritize and budget corrective actions.
17. Evaluates health hazardous conditions and recommends engineering controls, and administrative control and/or personal protective equipment; works with Infection Control and Prevention Nurse for reviews and recommendations.
18. Monitors the fire prevention program including building evacuation procedures. Monitors the annual fire extinguisher maintenance program and the annual sprinkler system inspection and test program performed by the facility manager/maintenance department.
19. Responsible for record keeping of the safety functions for maintaining training records and assembling injured worker data for maintenance and filing OSHA, FDA, and EPA, as well as other reports for outside agencies, as may be required.
20. Develops, coordinates, and administers the emergency management plans for the hospital and clinics to ensure emergency preparedness. Planning includes but is not limited to Decon, HazMat, and POD operations plan.
21. Coordinates and implements emergency preparedness drills, tabletop and fully functional full-scale exercises and after-action reports on drills.
22. Collaborates with tribal, state, and federal emergency officials to prepare for emergencies and analyze damage assessments following disasters and/or emergencies.
23. Conducts hazard vulnerability surveys to determine the types of emergency-related needs to be addressed in disaster planning or provide technical support to others conducting such surveys.
24. Provides direct oversight of Security Director and works with the Security Department and tribal law enforcement on matters of safety and security, including maintaining the video surveillance equipment.
25. Responsible for budgeting for Physical Environment Safety and Security.

26. Provides new employee and annual training and maintains department policies.
27. Ensures that the Security department is meeting training requirements in coordination with the Security Director.
28. Respond and investigate concerns and safety issues reported by the public or workforce.
29. Collaborates with the Security Director for Physical Environment Safety Officer position back up in times of PE Safety Officer absence to ensure that the Security department is always prepared to provide support in times of emergency.
30. Supports Security Director in his absence.
31. Participates in on-call or callback rotation in times of emergency.
32. Collaborate with Choctaw Fire Department and Choctaw Police Department for annual building inspections and maintaining lists of current points of contact.
33. Other duties as assigned.

Hours Worked:

This is an essential, exempt position. Full-time position: 40 hours per week. Monday through Friday; 8:00 a.m. to 4:30 p.m. Occasional evening and weekend work may be required as job duty demands. Employee will be called back to duty under certain circumstances such as short staff or emergencies, or to work nights, weekends, or holidays.

Work Environment:

1. Normally works in a well-lighted, well-ventilated area. The major work site will be Choctaw Health Center with occasional visits to the three (3) outlying field clinics. The noise level in the office work environment is usually moderately quiet.

Physical Demands:

Physical demands that are required daily include, but are not limited to:

1. Must be able to remain in a stationary or standing position for a prolonged period.
2. Lifting (at least 30 pounds or more)
3. Sufficient visual acuity, hearing and to communicate effectively.
4. Occasionally required to walk and bend; use hands to handle objects, tools, equipment, or controls.
5. Must be able to wear respirator when required.
6. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job Hazards:

Employee may be exposed to bloodborne pathogens and infectious agents in a healthcare environment. Some hazards do exist such as: hazardous chemicals in use in different departments, large amounts of vehicle traffic to and from the health center, bio-hazardous waste generated in patient settings, and at times, assaultive patients who may be in the facility or on the grounds.

Other Requirements of the Position:

1. May be required to travel.
2. Proof of annual influenza vaccination as required under CHC's policies.

Qualifications:

1. **Minimum:** Bachelor's degree in occupational health and safety, nursing, emergency management, or related field preferred; or equivalent of seven (7) years' or more work experience in a patient safety supervisory position or emergency management position required; or an equivalent combination sufficient to perform essential functions of this position. **(ATTACH COPY/PROOF TO APPLICATION OF DEGREES/CERTIFICATIONS/TRAINING)**

OR

Preferred: Master's degree in occupational and health safety, nursing, emergency management, or related field preferred; or ten (10) or more years work experience in a patient safety supervisory position or emergency management position required; or an equivalent combination sufficient to perform essential functions of this position. **(ATTACH COPY/PROOF TO APPLICATION OF DEGREES/CERTIFICATIONS/TRAINING)**

2. Must have or be able to obtain within one (1) year Certified Healthcare Emergency Professional (CHEP) and Certified Healthcare Safety Professional (CHSP) or Certified Life Safety Specialist (CLSS).
3. Must obtain and maintain basic CPR certification within first ninety (90) days of hire.
4. Must obtain and/or maintain FEMA Emergency Management Institute ICS courses beginning with ICS 100, 200, 700, 800 within first ninety (90) days of hire. Additional advanced courses will be required as training is made available via appropriate agencies and online – within first year of hire.
5. Must obtain and maintain hazardous materials training, such as Healthcare Emergency Response Training (HERT).
6. Must have knowledge of community disaster response principles.
7. Must have knowledge of safety, occupational health and fire protection principles and practices, procedures, codes, standards, and applicable regulations.
8. Must demonstrate the ability to lead and motivate a team. Must have effective written and verbal communication skills.
9. Must have project management abilities- organization, controlling, scheduling, reporting, implementing, collecting data, etc.
10. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(ATTACH COPY/PROOF TO APPLICATION)**. Must maintain auto liability insurance during employment and provide annual proof of insurance.
11. Position requires an extensive knowledge of federal state, tribal environmental, health, and safety regulations and laws, and ability to operate a variety of

specialized measuring and monitoring equipment and computer literacy, including but not limited to proficiency in computer-based software programs (MS Word, Excel, PowerPoint, Adobe, and Outlook) or other applications.

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 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