



# Choctaw Health Center

Nutrition and Dietary Services  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4136

## Job Announcement #: 080116

**POSITION TITLE:** Wellness Promotion Dietitian  
**SALARY:** Tribal Pay Scale Grade 14  
**SUPERVISOR:** Director of Nutrition and Dietary  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Full Time/ Exempt/Non-Essential  
**OPENING DATE:** SEPTEMBER 10, 2024 <sup>SEP 10 2024</sup>  
**CLOSING DATE:** SEPTEMBER 24, 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 is a 20-bed hospital centrally located in Choctaw, Mississippi off 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 areas 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:**

The Wellness Promotion Dietitian is a part of the team of dietitians that provide nutrition services to programs on the Reservation and at the Choctaw Health Center. The Wellness Promotion Dietitian will assist in the planning, education and training offered

through the Choctaw Health Center to departments and clients housed within the health center, as well as to all other programs on the reservation. This position is housed in the Nutrition Department and/or the diabetes center at CHC. She/he will work closely with the Director of Dietary and Nutrition and SDPI program to ensure that all DNV guidelines are met by the department and to coordinate nutrition activities to promote wellness and health. The Wellness Promotion Dietitian will work in partnership with CHC nutrition, SDPI, and community programs to ensure that services are available to promote the overall wellness of the tribal population.

**Responsibilities and Duties:**

1. Provides nutrition services to targeted client population.
2. Meet all requirements to be approved for Medicaid /Medicare reimbursement if necessary.
3. Provides consultation and technical assistance to professional staff in nutritional matters and works closely with staff as needed.
4. Provides nutritional assessments and/or counseling to referred patients with emphasis on diabetes management.
5. Reviews patient electronic medical charts and makes appropriate entries at Choctaw Health Center.
6. Works with the Nutrition Staff, SDPI, and community programs to contribute to the goal of elevating the health status of tribal members to the highest possible level.
7. Attends recognized professional associations to keep abreast of new developments in the field and to obtain and/or maintain dietetic registration.
8. Devises creative methods to encourage necessary changes in patients' eating habits, focusing on prevention of lifestyle related diseases.
9. Promotes wellness through nutrition by planning and implementing cooking demos, recipe demos, food tastings, targeted classes, community activities and other forms of health promotion outreach.
10. Plans and implements targeted programs and classes for diabetes prevention, weight management, and other forms of health promotion outreach.
11. Participates in health fairs at CHC and at events in the community to provide nutrition education to the tribal community.
12. Provides nutrition related education to clients, patients, and the community.
13. Creates and implements targeted wellness activities for clients, staff, and the community.
14. Assists in monitoring indicators for the Dietary/Nutrition Department Performance Improvement Program upon request from Supervisor.
15. Participates, regularly or as assigned, on various committees within the CHC or other programs.

16. Develops nutrition education materials for general patient education or targeted populations.
17. Designs nutrition programs appropriate for various age levels and presents these programs as requested in the Choctaw schools and communities.
18. Works with the Director of Dietary and Nutrition to ensure that all DNV guidelines are met by the department.
19. Provides services to patients/clients in the following age groups: infants, children, adolescents, adults, and geriatrics, and demonstrates proficiency in meeting the needs of the variety of patients served.
20. Serves on committees and boards relating to nutrition and wellness as needed.

**Hours Worked:**

This is a non-essential exempt position. Incumbent will be scheduled Monday-Friday from 8:00 am-4:30 pm. May include work outside normal hours or on weekends for special events.

**Work Environment:**

Works in a clean and well-lit office area. May work in well-lighted, vented, and heated kitchen area as needed. May work outdoors or in other facilities when providing education to community.

**Physical Demands:**

May lift or move objects weighing up to 30 pounds.

**Job Hazards:**

Possible Expose to communicable diseases in hospital setting.

**Other Requirements of the Position:**

1. Must possess outstanding communication skills, both written and oral.
2. Must be proficient in computer programs such as Microsoft Word.
3. Annual flu vaccination per CHC policy.

**Qualifications:**

1. Minimum of B.S. degree in Dietetics or Nutrition from an accredited college or university with successful completion of an approved dietetic internship. (Attach Copy)
2. Must be registered by the Commission on Dietetic Registration and be licensed by the state of MS. (Attach copy/proof)
3. Must possess a valid Mississippi driver's license and automobile liability insurance and have reliable transportation and telephone. (Attach copy)
4. Successful completion of criminal background investigation and must pass a Pre-employment drug test.

**In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required, and an annual exam is required while employed.**

**\*\*\*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 a 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