



# Choctaw Health Center

Public Health Services  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4110

## JOB ANNOUNCEMENT # 087121

**POSITION TITLE:** Community Health Technician - Red Water  
**SALARY:** Tribal Pay Scale Grade 8  
**SUPERVISOR:** Director, Public Health Services  
**JOB LOCATION:** Red Water Clinic / Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular, Full Time, Non-Exempt, Non-Essential  
**OPEN DATE:** OCTOBER 09, 2024 <sup>OCT 09 2024</sup>  
**CLOSE DATE:** OCTOBER 23, 2024 OR UNTIL FILLED

***Mission Statement:*** *The Mission of the Choctaw Health Department is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:*** *Our Vision is to achieve a healthy 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 on the Mississippi Band of Choctaw Indian Reservation located in Choctaw, Mississippi in Neshoba County, Mississippi. The Mississippi Band of Choctaw Indians' tribal reservation consists of eight communities of Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, Tucker, and one community in Henning, Tennessee. The CHC service population is approximately 11,000 tribal members. The service area is a ten county area in East Central Mississippi. The CHC is a 180,000 square feet comprehensive health care facility with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

### **SCOPE OF SERVICE AND EFFECT:**

The Community Health Technician (CHT) performs a broad range of duties designed to promote, educate, and maintain public health primarily in the Red Water community. The eventual effect of services will be a more health-oriented community and a more accessible health delivery system in the Red Water community. The CHT may be assigned tasks reflective of a team concept in public health.

### **WORK ENVIRONMENT:**

1. The incumbent will be based at the Red Water Clinic.
2. Exposure to contagious diseases is possible due to the nature of the job.
3. The nature of the job requires the ability to travel within the community of service and ability to travel out of town for training.
4. The incumbent may occasionally need to work after regular service hours, which may include some evenings and some weekends.

The worksite and the nature of the work requires dedication, diligence, and a high degree of being able to function independently with minimal supervision.

### **DUTIES AND RESPONSIBILITIES:**

1. The Community Health Technician will provide quality outreach services and health promotion and disease prevention services to the Red Water community.
2. Health Promotion is the provision of information and/or education to individuals, families, and communities designed to make positive contributions to their health status. Health promotion activities include, but are not limited to:
  - cessation of tobacco/nicotine use
  - reduction in the misuse of alcohol and drugs
  - improvement in nutrition
  - improvement in physical fitness
  - family planning
  - stress management
  - pregnancy and infant care
  - safety and injury control
  - health maintenance, including clinical testing and vaccinations for infectious diseases such as COVID-19.

3. Disease Prevention includes teaching or promoting methods and/or measures that have been proven effective in avoiding illness and/or lessening its effects. Disease prevention activities include, but are not limited to:
  - Childhood Immunizations
  - Control of high blood pressure
  - Control of sexually transmitted infections
  - Prevention and control of diabetes
  - Accident and injury prevention
  - Nutrition
  - Exposure to infectious agents
  - clinical testing for infectious pathogens, including COVID-19
  - vaccinations as a preventive measure, including COVID-19
4. Provides home health care services to follow-up on medical referrals; proactively makes routine visits to homes in the Red Water community to determine the existence of any personal health problems and/or environmental and social conditions adversely affecting the health of the family; assists patients and family members with understanding their health condition(s) and develops strategies designed to improve their health & well-being.
5. Initiates and promotes primary prevention and education activities for public health awareness including patient and group health education activities in the home and in public settings, such as health fairs, and other community events; helps build understanding and support for healthier behaviors and lifestyle choices.
6. Be able to communicate effectively, using culturally appropriate terms & concepts relative to the services or programs offered by Public Health Services, Choctaw Health Center, contract health facilities, and other health resources serving the Red Water community.
7. Identifies private and public health organizations, institutions, and practitioners in the service area; establishes and maintains a close working relationship with these agencies, practitioners, and providers, and assists them with becoming culturally relevant & responsive to the population they serve.
8. Functions as a patient advocate; facilitates communication and client empowerment in interactions with health care/social service systems, on behalf of patients; links patients to health care/social service resources.

9. Obtain certification in the American Red Cross CPR/Standard First Aid Course; plans and coordinates First Aid Training sessions to interested parties; be able to provide emergency first aid, as necessary.
10. Performs outreach for Choctaw Health Center programs and contract health facilities including delivery of medical supplies, messages, etc. to individuals in the community.
11. Be proficient in taking vital signs (blood pressure, temperature, height, weight, respirations, etc.); must attend training sessions.
12. Assists with special studies and/or surveys as required by the Choctaw Health Center; participates in special health screening clinics and assists practitioner to conduct these specialty clinics.
13. Evaluates the type, amount, and quality of health services available to the community and recommends to the Director of Public Health Services any changes considered necessary to better meet the health needs of the community; advocates for local health needs of the community.
14. Follow-up on referrals on chronic cases and hospital discharges to assure patient compliance with physician orders, i.e., prenatals, diabetes, hypertension, tuberculosis patients, pap smear positives, and other at-risk groups.
15. Provides the Director of Public Health Services regular narrative and statistical reports covering highlights of activities.
16. Works with patients to identify available alternate resources such as Medicare, Medicaid, and CHIP; assists with application to these alternate resources or makes referral to appropriate agencies.
17. Maintains a neat and orderly office; performs housekeeping chores as appropriate.
18. May be assigned to another community or to the Choctaw Health Center to assist with special public health initiatives.
19. May provide patient transport services to health-care clinics and offices and to retrieve and deliver medications to patients. Assure that patient transportation activities are consistent with established Choctaw Health Center policies.

20. Performs other related duties as assigned.

**PHYSICAL DEMANDS (if applicable):**

1. Ability to bend, lift and carry objects of varying sizes.

**QUALIFICATIONS:**

1. High School Diploma or GED. (ATTACH COPY/PROOF TO APPLICATION)
2. Must have access to adequate transportation with personal auto liability insurance and a valid driver's license. (ATTACH COPY/PROOF TO APPLICATION)
3. Must be able to communicate effectively in both Choctaw and English.
4. Must have training or be experienced in basic computer skills.
5. In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required.
6. Completion of criminal background investigation and pass a pre-employment drug test.

**\*\*\*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 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 supervisor or personnel, 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