



Choctaw Health Center

Diabetes Care Clinic
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4370

JOB ANNOUNCEMENT #175116

POSITION TITLE: Fitness Center Assistant (Part Time)
SALARY: Tribal Pay Scale Grade 7
SUPERVISOR: Diabetes Prevention Program Coordinator
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Part-Time/Non-Exempt/Non-Essentials
OPENING DATE: DECEMBER 09, 2024 ~~DEC 09 2024~~
CLOSING DATE: DECEMBER 23, 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 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 areas in central Mississippi. It is an 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 Fitness Center Attendant for the Choctaw SDPI Demonstration Project will be responsible for managing the Fitness Center, developing and implementing policies and procedures. He/She will manage the use of equipment as well as keeping records of attendance for the Fitness Center.

Responsibilities and Duties:

1. Must be willing to attend Physical Fitness Training.
2. Assist in developing, implementing, and maintain policies and procedures for the SDPI Fitness Center.
3. Develop and manage daily routine of the SDPI Fitness Center.
4. Inspect and oversee the Exercise equipment.
5. Develop and implement exercise plans for participants of the SDPI program.
6. Maintain accurate record of participants' evaluation/tests and personal data.
7. Coordinate recruitment activities to identify potential recruits.
8. Ensure that all activities are performed with the utmost attention to patient confidentiality and HIPPA and IRB requirements.
9. Work evenings and some weekends to promote successful outcome of the program.
10. Attending to participants of the Fitness Center and maintain operation.
11. Must keep the fitness center always clean.
12. Perform other duties and responsibilities as assigned.

Hours Worked:

Working hours may vary according to fitness center shift schedule assign to cover 32 hours a week.

Work Environment:

The physical location will be at the SDPI Fitness Center in the Pearl River Community at Choctaw, Mississippi.

Physical Demands:

Must be able to work 32-hour week, which will require walking sitting, cleaning and occasionally lifting and moving heavy equipment.

Special Requirement:

- Must be certified in CPR and First Aid within 6 months of hire.
- Must be able to lift or move heavy equipment.

Job Hazards:

Some hazards may exist such as: noise, large groups of people working out, and at times assaultive individual may be in or around the fitness center.

Qualifications:

1. High School or GED is required.
2. Must be able to work requiring minimum supervision.
3. Ability to communicate effectively, both verbally and in writing with participants and family members, IHS and non-IHS health professionals, paraprofessionals, and other staff members.
4. Ability to demonstrate computer skills for word processing, spreadsheets, database, publications, photo shop usage, communicating through electronic messaging, and obtaining information off the Internet.
5. Ability to independently adjust DPP Curriculum for participants and families as needed.
6. Must be familiar with outlying Choctaw communities.
7. Fluency in both Choctaw and English languages preferred.
8. Required to possess a valid Driver's license, reliable transportation and liability insurance.
9. Must always have a current working telephone number.
10. Must have a positive attitude toward education and prevention of Diabetes
11. Completion of criminal background investigation and 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 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