



## Choctaw Health Center

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

### JOB ANNOUNCEMENT #432116

**POSITION TITLE:** Phlebotomist/Diabetes Education Specialist  
**SALARY:** Grade 8  
**SUPERVISOR:** Diabetes Prevention Program Coordinator  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Full - 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 area 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 Diabetes Clinic provides services to patients in a one-stop shop setting for the Mississippi Band of Choctaw Indians Diabetes Population. The clinic provides triage and lab service, Nutrition service, blood sugar monitoring supplies and Clinical Management and Education service from Physician, Nurse Practitioner and a Certified Diabetes

Educator.

The purpose of the Phlebotomist/Case Manager is to maintain patient flow in the Diabetes clinic which includes triaging and lab draws. Incumbent will work closely with the Diabetes population assuring that patients receive the required care according to the Diabetes Standards of Care. Incumbent will also assist in implementing a reservation wide education and prevention plan to promote better understanding of Diabetes.

**Responsibilities and Duties:**

1. Work closely with the diabetes clinical staff and other health care providers to provide the best possible care for the patients.
2. Work with the diabetes patients to assure required education and exams are completed as according to the Diabetes Standards of care.
3. Assist with triaging and patient registration whenever necessary.
4. Collect lab specimen and deliver to main lab.
5. Practice proper patient identification and label vials accordingly
6. Be friendly, courteous, and sympathetic when it comes to working with patients.
7. Practice infection control standards at all times when working with patients and equipment.
8. Perform chart audit on patients to identify missing requirements for annual diabetes audit.
9. Mail out letters to notify patients of missing requirements and scheduling appointments whenever necessary.
10. Assist in distributing blood sugar monitoring supplies whenever necessary.
11. Conduct diabetes prevention education in the Choctaw communities and Choctaw Tribal schools as needed.
12. Work some evenings with patients and in the community to promote the successful outcome of the program.
13. Attend various community meetings to enhance public awareness of the Diabetes Education/Prevention program.
14. Maintains effective working relationship with CHC staff, schools, and community members.
15. Helps program participants to develop positive self-concept.
16. Maintain confidentiality of patient information and function under the Privacy Act.
17. Maintains a high degree of professionalism, including all aspect of dress, character, and demeanor while in the work environment.
18. Maintain inventory of lab supplies for the lab station.
19. Maintain a clean and sanitized lab station between each patient.
20. Maintain patient scheduling and notifying patients for lab appointments.
21. Making reminder phone calls to patients with lab appointments.
22. Assure Patients are scheduled timely according to clinic visits.
23. Incumbent will perform all other duties as assigned.

### **Hours worked:**

The working hours for this position will be 8:00 a.m. to 4:30 p.m. Monday – Friday except when community activities are held in the evening or weekends.

### **SPECIAL REQUIREMENTS:**

- CPR and First Aid Certificate
- Phlebotomy Certificate
- Must be able to lift boxes up to 50 lbs

### **Work Environment:**

The major work site will be at the Choctaw Health Center Diabetes Care Clinic and in the Choctaw communities of Pearl River, Bogue Chitto, Tucker, Conehatta, Standing Pine, Red Water, Bogue Homa and Crystal Ridge.

### **Physical Demands:**

Must be able to work 40-hour weeks which require walking, running, sitting, and lifting and light office objects. Work also involves working with patients and involves bending and reaching.

### **Job Hazards:**

Phlebotomist may be exposed to infectious substances and individuals. The phlebotomist will be provided personal protection equipment necessary to perform duties.

### **Qualifications:**

1. Post-secondary education preferred but not required. High School diploma required.
2. Must be familiar with RPMS, BMW and Patient registration.
3. Must be certified to administer CPR and maintain certification.
4. Must be willing to travel and/or participate in additional training to improve skills related to patient services.
5. Must have computer skills- word processing, spreadsheets, power point database, publications, communicating through electronic messaging, and obtaining information off the internet.
6. Must be able to provide narrative and statistical reports.
7. Must be able to work as a team member with clinical staff, Diabetes Prevention

Team and with the Choctaw Community.

8. Must have a positive attitude toward education and prevention of Diabetes.
9. Familiarity with the Choctaw communities required.
10. Must have adequate transportation, liability insurance and valid Driver's license.
11. Must be self-motivated and require minimum supervision.
12. Successful completion of criminal background investigation and drug testing is required
13. Must have a working phone at residence or cellular phone.
14. Completion of criminal background investigation and pass a pre-employment drug test.

**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