



Choctaw Health Center

Procurement Department
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4046

JOB ANNOUNCEMENT# 367108

POSITION TITLE: Warehouse Inventory Control Clerk
SALARY: Grade 8
SUPERVISOR: Warehouse Manager
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt
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 twenty bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten county area in East Central Mississippi. It is an 18,000 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:

This position of the Warehouse Inventory Control Clerk is responsible for keeping a warehouse clean, packing/storing products, and updating computerized registers to ensure the warehouse operates in an orderly fashion. Obtain and deliver materials, goods, supplies, services, and/or equipment promptly to meet the needs of customers, patients, and employees.

Responsibilities and Duties:

1. Receives shipments, fills orders, and transports supplies to the appropriate departments within the hospital daily.
2. Receives, unloads, and unpacks, from commercial carriers and vendors, a wide variety of supplies (medical, pharmaceutical, subsistence, and laboratory) as well as equipment, forms, and publications. Upon receiving, examine items before signing for goods. Checks items against receiving documents, while noting overages, shortages, backorders, or damages. Prepares new stock for unloading and shelving. Route documents to the Warehouse Manager and purchasing agent for payment. Contacting suppliers or distributors to resolve any shipment or delivery issues. Will request and process return merchandise authorization for any product returns.
3. Maintains physical stock, property, or equipment parts housed in the procurement department, the warehouse, and the Conex storage units. Periodic inspections of expiration dates will be maintained to remove outdated items from stock and update inventory records. Coordinate pick-up and delivery of materials from the warehouse to job sites as directed.
4. Responsible for sorting, organizing, and keeping track of inventory on both incoming and outgoing products by using an electronic records system within an organized warehouse system. Strategically store property and supplies to maximize storage space within the warehouse.
5. This position requires forklift and electric pallet jack training. Operating machinery or equipment is based on daily needs.
6. Properly label and store inventory for easy retrieval.
7. Controls property and inventory levels by conducting physical counts as directed, utilizing warehouse software and components.
8. Ensures the warehouse is properly secured.
9. Coordinate disposal of property with the Property Custodial Officer.
10. Maintains storeroom, conex, and warehouse facilities in a neat, clean, and orderly manner by avoiding the accumulation of paper, boxes, and packing material which may create a fire or trip hazard.
11. Responsible for the safekeeping of all supplies. Safety precautions must be always adhered to.
12. Process and fulfill requisitions from departments. Retrieves and delivers office or medical supplies required for hospital operations.
13. Completes and submits all paperwork (purchase orders, packing slips, and invoices) to the Warehouse Manager to ensure prompt payment to vendors while maintaining files in a neat and orderly manner.
14. Communicate with team members about daily operations, problems, and completed work.
15. Attendance at work is an essential function of this position.
16. Will perform other duties and responsibilities as assigned by the Supervisor.

17. Follows policies for Privacy, Confidentiality, HIPAA and Standard of Professional Code of Conduct at all times.

Hours Worked:

Monday through Friday, 8:00 AM to 4:30 PM. Lunch break is from 12:00 PM to 1:00 PM, however, lunch rotation will be required on occasion. Employees are responsible for clocking in and out as scheduled. The incumbent may be called back to duty on rare occasions should a hospital code or emergency arise.

Work Environment:

1. Work is performed primarily in the warehouse with adequate lighting, heating, cooling, and ventilation with frequent work in the outside temperature and in Conex storage units that are not temperature controlled.
2. Requires walking within the hospital campus.
3. Position is subject to frequent interruptions.
4. Must follow safety standards when lifting and moving heavy objects.
5. Frequently driving in a company vehicle or golf cart to pick up and drop off products or property.
6. Work will be in a busy environment where priorities can change at a moment's notice.

Physical Demands:

1. Physical requirements include the ability to lift a minimum of fifty (50) pounds from a floor to an over-the-head position without difficulty.
2. Good physical stamina is required.
3. This position involves computer work at a terminal, walking, standing, pushing, and lifting.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions without compromising client care.

Job Hazards:

1. Possible exposure to communicable diseases, toxic substances, and other conditions common to a clinical environment.

Other Requirements of the Position:

1. Knowledge of safe work practices.
2. Ability to clean and care for assigned work areas and equipment.

3. Ability to follow oral and written instructions.
4. Ability to establish and maintain cooperative working relations with staff and visitors.
5. Requires minimal supervision in the performance of job duties; is a self-starter and able to work independently.
6. Must have strong organizational skills.
7. Attention to detail.
8. Prioritizes responsibilities to ensure completion of duties.
9. Must possess good communication skills, written and oral.
10. Must possess great interpersonal skills.
11. Must be dependable and be able to report to work on time, every day, and work whenever required.
12. Ability to establish and maintain a good working relationship with all hospital departmental staff in the Choctaw Health Center, including patients and vendors.

Qualifications:

1. High School Diploma or GED graduate **(REQUIRED)**. **Attach copy to application.**
2. Completion of some college work preferred.
3. Preference is given to previous warehouse experience or training.
4. Must have a working telephone or cellular phone at the place of residence.
5. Will need to certify as a forklift operator within the first 3 months.
6. Must possess adequate personal transportation, a valid Mississippi Driver's license, and adequate liability insurance. **(REQUIRED / ATTACH PROOF OR COPY TO APPLICATION)**
7. Must have successful completion of a criminal background investigation and pass a pre-employment drug test.
8. In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and an annual physical examination thereafter during employment.

Other Significant Fact:

1. The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical, and personnel records and all other pertinent information that may come to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality may be cause for adverse action.

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