



## Choctaw Health Center

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

### JOB ANNOUNCEMENT# 482108

**POSITION TITLE:** Warehouse Manager  
**SALARY:** Grade 10  
**SUPERVISOR:** Director of Procurement  
**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 healthcare center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

### **Scope of Service and Effect:**

The warehouse supervisor is responsible for the operation, management, and fiscal accountability of the warehouse. The incumbent oversees and coordinates daily warehouse activities such as receiving and storing goods, managing inventory levels, ensuring the efficient delivery of goods, supervising and monitoring the productivity of staff, and securing the warehouse and its equipment. Duties also include occasional administrative duties.

### **Supervisory Responsibilities:**

1. The Warehouse Supervisor will oversee the Warehouse Inventory Control Clerk, the Inventory Control Clerk, and the Supply Courier.
2. Assist the Procurement Director with the hiring and training of new warehouse employees.
3. Conduct performance evaluations that are timely and constructive.
4. Write corrective action plans when needed.
5. Acts as an authority and attends department meetings in the absence of the Director.

### **Responsibilities and Duties:**

1. Ensure staff will conduct daily safety checks on equipment including forklift and electric pallet Jack.
2. Resolves routine equipment issues and is responsible for coordinating maintenance.
3. Keep team members informed about rules, regulations, policies, and objectives and enforce operating instructions and safety policies.
4. Responsible for learning new operating systems and equipment and taking responsibility for teaching staff.
5. Responsible for expanding self-training and staff training to maximize the effectiveness of our Warehouse and its capability.
6. Ensure that all supplies are secured at all times and at the close of every day.
7. Generate reports utilizing the Warehouse software system as needed for managerial duties or upon request.
8. Assist in preparing warehouse budget line items for the end of the fiscal year.
9. Review month-end data to ensure accuracy and forward it to the Procurement Director.

10. Collaborate with other departments to develop strategic plans and procedures to increase the efficiency of warehouse practices.
11. Receives and records new inventory as it is delivered inspects and stores it according to policy.
12. Assist the Oracle Purchasing agent with any returns and coordinate the return with staff until the assets have departed.
13. Responsible for coordinating medical supply recall notifications, which include notifying procurement staff and select departments, recording department responses, and following the product recall procedure to remove the product.
14. Schedule materials being transferred to and from the warehouse and coordinate transfers from inventory between departments.
15. Identify and report slow-moving products and with approval arrange for the removal of the product.
16. Ensure that all stock is stored in the correct location in the warehouse.
17. Conducts physical inventory, compares results to computerized inventory, and reconciles any differences at least once per quarter.
18. Resolves conflicts that arise among team members.
19. Performs additional tasks or other duties as assigned by the Procurement Director or Financial Services Director.

**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.
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. Proficiency in engaging in public speaking and talking to professionals and nonprofessionals to convey information effectively.
2. Must be dependable and be able to report to work on time, every day.
3. Ability to perform under stress.
4. The ability to multitask and delegate is essential in this role.
5. Effective oral and written communication skills.
6. Prioritizes responsibilities to ensure completion of duties.
7. Requires minimal supervision in performing job duties; is a self-starter and able to work independently.
8. Time management, responsibility, accountability, and flexibility are important in all departmental tasks.
9. Ability to establish and maintain a good working relationship with all hospital departmental staff in the Choctaw Health Center, including patients and vendors.
10. Proficient computer knowledge, and understanding of all Microsoft Office Products, and Adobe Software is preferred.

### **Qualifications:**

1. A high school degree or GED is required. **(ATTACH COPY TO APPLICATION)**
2. 5 years of experience in warehouse management is required.
3. Completion of college work is preferred.
4. Must have a working telephone or cellular phone at the place of residence.

5. Must be certified as a forklift operator or gain one within 3 months of hire.
6. Must possess a valid Mississippi driver's license, liability insurance, dependable transportation, and telephone. **(ATTACH PROOF OR COPY TO APPLICATION)**
7. 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.
8. Must have successful completion of a criminal background investigation and pass a pre-employment drug test.

**Other Significant Fact:**

1. The incumbent may be required to work weekends and after-hours as needed and assigned.
2. 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