



# Choctaw Health Center

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

## JOB ANNOUNCEMENT # 330116

**POSITION TITLE:** Licensed Practical Nurse (2 part-time)  
**SALARY:** NEGOTIABLE  
**SUPERVISOR:** Diabetes Clinic Director  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular Part-Time/Essential/Non-Exempt  
**OPENING DATE:** JANUARY 03, 2025  
**CLOSING DATE:** JANUARY 17, 2025 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 purpose of this position is to serve as the assistant to the CDE and Providers in the Diabetes clinic to help meet the health care needs of patients receiving care at the Diabetes clinic.

### **Responsibilities and Duties:**

1. Provide professional level nursing support for the Diabetes Clinic Providers to meet the healthcare needs of the patients.
2. Observes changes in the patient's mental/physical status, behavior patterns, symptoms, progress, and results of therapy, as indicated and takes corrective action and documents findings, within the scope of an LPN.
3. Capable of providing health care to individuals of all age groups, as indicated in the scope of services and effect.
4. Collect lab specimen, draw blood, and deliver to the main lab.
5. Practice proper patient identification and label vitals accordingly.
6. Practice infection control standards always when working with patients and equipment.
7. The LPN interviews the patient and patients' family members, reviews health records and evaluates the patient's health and/or social needs.
8. Administers therapeutic measures as prescribed by the physician, such as medication administration, insulin injections, and other measures within the scope of the LPN.
9. The LPN will participate in the education of health promotion/disease prevention and document the clients' level of understanding.
10. The LPN assists in maintaining a safe environment for the patients.
11. Must have knowledge in usage of the Electronic Health Record for the performance of their duties.
12. Help to maintain appropriate patient care records, provides proper documentation and preserves patient confidentiality.
13. The LPN must be able to operate and maintain specialized equipment and other apparatus necessary in the care of the patient.
14. The LPN will be responsible of maintaining adequate supplies and the general upkeep of the assigned unit.
15. The LPN will make an effort to attend mandatory meetings and/or in services. Participation and presentation of continuing education is encouraged.
16. Conduct chart review on Diabetic patients and inform them of required status.
17. LPN will provide triage services and assist with patient registration as needed.
18. LPN will assist the Diabetes Educator in acquiring assessment forms from patients.
19. Conduct foot care and education to patients as needed.
20. Perform other duties and responsibilities as assigned.

**OTHER REQUIRED SKILLS:**

1. Must be willing to work evenings, weekends, night shift, weekends, holidays.
2. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and occasionally handle hostile and disgruntled

**SUPERVISION AND GUIDANCE:**

This position functions under the direction, guidance, and administrative management of the Diabetes Clinic Director.

**Work Environment:**

The Diabetes Clinic Licensed Practical Nurse is stationed on the 2<sup>nd</sup> floor at the Choctaw Health Center Diabetes Care Clinic in Choctaw, Mississippi.

**Physical Demands:**

There is a considerable amount of walking/moving, bending and lifting, often in excess of fifty pounds. The ability to cope with a stress-laden environment is essential.

**Job Hazards:**

There is common exposure to contagious disease. The work may include certain amount of exposure to hostile and emotionally disturbed patients, relatives, and/or visitors.

**Qualifications:**

1. Current licensure as a practical nurse in the State of Mississippi.
2. Basic programs in nursing school must have been completed and approved by a legally designated state accrediting body, at the time of completion
3. Minimum of 1-2 years hospital experience.
4. Current in BLS Certification.
5. If participating in job-related continuing education/certification, he/she is required to provide service to the facility, for a minimum of one year, after last CEU/certification attendance.
6. Must have reliable transportation and possess a valid Mississippi driver's license and automobile liability insurance as mandated by state law.
7. Must always have a current working telephone number.
8. 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 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