



Choctaw Health Center

Managed Care Department
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4280

JOB ANNOUNCEMENT # 424107

POSITION TITLE: Medical Social Worker
SALARY: Tribal Pay Scale Grade 14
SUPERVISOR: Medical Social Work Supervisor
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full Time/Exempt/Non-Essential
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 twenty-bed hospital located in Choctaw, Mississippi off 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 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 Medical Social Work's goal is to provide comprehensive social work services to Choctaw Health Center patients in our various hospital divisions, while upholding the NASW (National Association of Social Workers) Code of Ethics and Standards of the social work profession, to achieve Choctaw Health Center's mission and vision statements.

This Medical Social Worker position will be responsible for providing services to clients of all ages, from infants through geriatric patients in a multitude of social work services and discharge planning needs of patients. The Medical Social Worker will provide active discharge planning by coordinating and collaborating with Choctaw Health Center staff, Tribal agencies and other appropriate outside agencies to address patient needs and provide post discharge follow up when needed. The Medical Social Worker ensures compliance with Choctaw Health Center policies and patient care quality standards while upholding the standards of the National Association of Social Workers and the MS State Board of Examiners for Social Workers.

Responsibilities and Duties:

1. Completes biopsychosocial assessments for acute inpatients, or any other type of patients such observation or post-acute patients when appropriate, assists with discharge planning and additional follow-up as needed after patients transition home and /or follows up with other Choctaw Health Center (CHC) Departments.
2. Completes a biopsychosocial evaluation and assessment including the client and/or family participation to establish needs, goals, and effective transition to other institutions or levels of care. Has the ability to collaborate and coordinate all age range clients discharge needs. The Medical Social Worker will consider the client's biopsychosocial identified needs/problems as well as the primary physician and/or medical teams discharge plans. Focusing on continuity of care, the Medical Social Worker will assist the client by coordinating and communicating, when needed, between the health care team and other agencies, internal and external to CHC.
3. Refers clients, when appropriate, to Behavioral Health for counseling to address Mental Health and/or substance abuse/dependence issues. Coordinates with Behavioral Health to address client needs and issues as well as to ensure client needs are met.
4. Refers patients to other CHC programs, Tribal programs, and outside agency programs when appropriate and follows up with agencies as appropriate and needed.
5. Identifies and utilizes available resources and secures services for the client by acting as the liaison between the patient, the health care team, and various hospital and community resources. When needed, assists clients with obtaining services from agencies such as nursing homes, and other tribal programs.
6. Maintains current notes and files on clients, separate from the main medical chart. Provides and /or maintains copies of all relevant legal documentation or documentation relevant to client's overall medical care within the main medical record, as well as documenting in the client's electronic health record as needed.

The Medical Social Worker shall be aware of the sensitivity of certain information not relevant to the client's main medical record and ensure that this information is maintained in a separate social work chart while maintaining HIPAA guidelines and MS Board of Examiners for Social Worker guidelines.

7. Attend morning medical rounds Monday through Friday and any other necessary meetings.
8. Maintains compliance with the confidentiality requirements of CHC and follows HIPAA guidelines. Complies with status of a mandated reporter in reporting any suspected child and vulnerable adult abuse, neglect, or exploitation.
9. Upholds the standards of NASW (National Association of Social Workers) Ethics and complies with MS Social Work licensure board requirements including obtaining necessary CEU's and renewal of social work license(s). The Medical Social Worker shall strive to increase her/his skill and knowledge in social work and medical social work.
10. Assists with DME (Durable Medical Equipment) program including medical equipment ordering, pricing, purchase orders, repairs, and other medical equipment issues as needed within CHC policy guidelines.
11. Assists with management of the CHC Meal Ticket Program with other hospitals which includes submitting invoices for payment, addressing problems/needs, maintaining current active contracts, submitting reports when requested.
12. Ensures quality of care is maintained or surpassed by collecting quality indicators and variance data and reporting said data to the appropriate department. Reports and identifies data that indicates potential areas for improvement of care and services provided within the system through the Quality Management System of Choctaw Health Center.
13. Other duties as assigned by the Managed Care Director, the Director of Financial Services, or the Health Director.

Other Requirements for the Position (Skills and Abilities):

1. Possess strong interpersonal, leadership, organizational and communication (both verbal and written) skills.
2. Must possess the ability to handle sensitive and/or stressful situations or information with tact, discretion, and confidentiality
3. Must have a professional appearance and demeanor.
4. Must be assertive and have the cognitive ability to deal effectively with people's needs and concerns under highly demanding conditions. Must provide the highest degree of integrity and understanding.

5. Possess good judgment and outstanding communication skills. Must be able to work with health facilities, hospitals, and clinics on a constant basis.
6. Must be teamwork oriented and can work within a multidisciplinary format to improve outcomes.
7. Resourcefulness in problem solving.
8. Must exhibit ability to work with professional medical staff.
9. Able to follow through with delegated tasks and accountability.
10. Must possess and be comfortable with basic computer skills particularly with Word, Excel, and PDF formats. Must be able to collect meaningful data and produce reports as required.

Hours Worked:

Normal Workweek is 40 hours, Monday through Friday. Daily hours are from 8:00 a.m. to 4:30 p.m. with a one-hour lunch break between 12:00 p.m. and 1:00 p.m.

Work Environment and Physical Demands:

The primary work setting within the Managed Care Office is in a temperature-controlled well-lit environment. Other assigned duties could take place in other areas of Choctaw Health Center which would also be in a temperature-controlled and well lighted environment. This position may require occasional travel via personal vehicle or tribal vehicle upon approval. This position may also have exposure to contagious diseases. The work may inherently include a rare exposure to hostile and emotionally disturbed patients, families, and/or visitors. Must regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Job Hazard:

Possible Expose to communicable diseases, toxic substances, and other conditions common to a clinical environment

Guidance and Supervision:

Regarding daily social work duties, the Medical Social Worker will be under the direct supervision of the Medical Social Worker Supervisor. For management purposes, Social Service is under the direct supervision of the Managed Care Department and the Finance Department of Choctaw Health Center.

Qualifications:

11. It is preferable for the applicant to have a master's degree in social work which must be from an accredited School of Social Work. This candidate must possess either a current, active, and valid L.M.S.W. or L.C.S.W. license in good standing with the MS State Board of Examiners for Social Workers.
A Licensed Social Worker with a bachelor's degree in social work from an

accredited School of Social Work that has current, hospital based, health care related experience may also be considered. This candidate must possess a current active and valid L.S.W. license in good standing with the MS State Board of Examiners for Social Workers.

12. It is preferred for applicant to have at least 2 years work experience in a medical related health care / hospital setting preferably working with acute inpatients. Discharge planning experience will be a positive preference over other candidates, but it is not required. Must have a basic understanding of medical conditions and terminology. Ability to speak the Choctaw language and knowledge of Choctaw culture is preferred.
13. Must have a current working telephone number.
14. Must possess a valid MS driver's license. Must maintain reliable transportation and automobile insurance.
15. Successful 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