



Choctaw Health Center

WIC PROGRAM
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4510

JOB Announcement #076151

POSITION: WIC Receptionist

SALARY: Tribal Pay Scale Grade 7

SUPERVISOR: WIC Director

JOB LOCATION: Choctaw Health Center-WIC

TYPE OF EMPLOYMENT: Regular FullTime/Non-Exempt

OPENING DATE: JANUARY 13, 2025 JAN 13 2025

CLOSING DATE: JANUARY 27, 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.*

Come make a difference! The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 10,000 members of the tribe's population across a 10 County area in Central Mississippi. It is a 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

SCOPE OF SERVICE AND EFFECT:

The incumbent will function as clerical and support person, while being responsible for performing clerical tasks within an office setting to support daily operations. Duties include answering and transferring phone calls to employees, sorting, and delivering mail to employees and greeting visitors when they arrive to appropriate staff. The receptionist will be expected to adhere to established policies and procedures for the WIC program.

RESPONSIBILITIES AND DUTIES:

1. Answer, screen, and forward incoming phone calls. Takes messages, directs visitors to the right staff. check voicemail daily.
2. Maintain the office and keep all the office equipment in check as well as order as necessary office supplies.
3. Make photocopies of forms, letters, notices, and other materials as needed and distribute them as directed.
4. Maintain calendar of WIC participant, staff, and nutrition appointments.
5. Mail out correspondence to WIC participants such as certification/nutrition appointments, termination, incomplete application, food benefit pickup, etc.
6. Organize files for participants, inventory, and office.
7. Assist with client data intake as needed.
8. Assist with client EBT card issue as needed.
9. Monitor tracking forms and surveys as needed.
10. Complete physical and perpetual inventory of food items as directed by the established MBCI WIC Inventory procedures.
11. Other duties as assigned by WIC Director or acting supervisor.

Backup duties to WIC Clerk:

1. Assist clients with prescription formula pick up.
2. Replace eWIC cards as needed.
3. Issue client food benefits as needed.
4. Update demographic information in SPIRIT & CERNER as needed.
5. Collect income, residency, and ID documentation for certification of applicants. Complete application form, informing applicants of WIC regulations, their rights, and obligations and right to fair hearing.
6. Uphold the Privacy Act concerning information gathered, written or oral and/or contained in client files.

7. Make photocopies of forms, letters, notices, and other materials as needed and file them in the client folder.
8. Required to maintain filing system.
9. Mail out correspondence to WIC participants such as certification/nutrition appointments, termination notices, incomplete notices, etc.
10. Complete and monitor all tracking forms.
11. Follow up on all referrals and missed appointments.
12. Follow up on all pending certifications.
13. Required to go to outlying communities on designated days to assist with client certification.
14. Will participate in all coordinated nutrition activities.
15. Maintain SPIRIT reports as designated by WIC Director or Nutrition Coordinator.
16. Other duties as assigned by WIC Director or designee.

OTHER REQUIREMENTS OF THE POSITION:

1. Must have basic computer operational skills.
2. Must have positive attitude, good work habits, show initiative, ability to work with minimal supervision and the ability to get along with others.
3. Must have excellent organization skills and communication skills, written and oral.
4. Must be self-motivating and able to complete tasks in a timely manner.
5. Must be able to take day trips and some overnight travel.

WORK ENVIRONMENT:

This position is based at the WIC Program Office, Choctaw Health Center, Philadelphia, MS. Other work sites including Bogue Chitto Clinic, Philadelphia, MS; Bogue Homa Clinic, Heidelberg, MS; Conehatta Clinic, Conehatta, MS.; Crystal Ridge Facility, Louisville, MS; Red Water Clinic, Carthage, MS; Standing Pine Facility, Walnut Grove, MS; Tucker Facility, Philadelphia, MS

PHYSICAL DEMANDS:

There will be some lifting of equipment up to 40 pounds.

QUALIFICATIONS:

1. High school diploma or GED required. **(Attach copy of diploma to application).**
2. Preference will be given to applicants with post-secondary education **(Attach copy of diploma or certificate to application).**
3. Oral fluency in both Choctaw and English, desirable.
4. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(ATTACH COPY/PROOF TO APPLICATION)**
5. 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