



Choctaw Health Center

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

JOB ANNOUNCEMENT#359108

POSITION TITLE: Purchasing Agent

SALARY: Grade 12

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 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 incumbent is responsible for the operational and purchasing duties of the Procurement Department. Maintains the computerized procurement system. Time management, responsibility, accountability, and flexibility are important in all departmental tasks.

Responsibilities and Duties:

1. Maintains resource files consisting of supply catalogs, price lists, product vendor files, directories, Federal, Departmental, and administrative regulations, policies and procedures, and computer-generated files containing all of the above. Continually reviews and updates this material and develops new and advantageous sources of supply.
2. Advises supervisor and management on matters pertaining to purchasing policies and procedures. Assistance is provided upon request regarding specific situations or problems and upon receipt of changed procedures imposed by higher authority involving regulations, laws, and good business practices.
3. Must be familiar with trade and generic names of drugs and hospital supplies to be able to draw conclusions, make substitutions, making comparisons of prices, discounts, delivery dates, or handling charges.
4. Responsible for placing orders for office and medical supplies from local and out-of-state vendors utilizing phone, email, or automatic order entry and placing emergency and off-schedule orders.
5. Interfaces directly with sales representatives to ensure price competition and accuracy are achieved.
6. Combines orders by vendor to ensure that orders are placed in the most efficient manner.
7. Follows up on back orders; makes special arrangements for delivery; and communicates to departments the expected delivery date.
8. Responsible for returning or exchanging wrong items. Coordinates product returns with vendors and the Inventory Control Clerk.
9. Communicate with the departments regarding their items not received and items on backorder.
10. Conduct nursing unit rounds to check with nursing supervisors regarding concerns/problems/evaluation of the supply system. Evaluate problems (real or potential) and pursue solutions to the same. Seeks advice from supervisor on unusual or critical issues.
11. Interfaces directly with department managers to establish specific procuring needs.
12. Reviews all product requests: checks for accuracy, specification, needs, and processes all approved orders and requisitions.
13. Maintains an accurate filing system for purchase orders and requisitions.
14. Processes paper flow according to the proper procedure in the most time-efficient manner.
15. Reconcile packing slips, invoices, and purchase orders before forwarding documents to Accounts Payable for payment.
16. Interfaces directly with Accounts Payable on any price discrepancies between the purchase order and invoice. Approves short payments to distributors for the invoiced price.

17. Interfaces directly with Tribal Finance and Accounts Payable for end-of-fiscal year financial close out.
18. Reports all major or consistent price discrepancies to the Procurement Director.
19. Assists Procurement Director with solicitation of bids, review of pertinent data, and negotiations.
20. Assists Procurement Director with finding new vendor services. Discuss vendor needs with the director. Handles all account applications, while communicating with Tribal Finance and Accounts Payable. Perform annual vendor evaluations.
21. Review month-end data to ensure accuracy and forward it to the Procurement Director.
22. Acts as software support contact person for our legacy system, Database Forms. Implements software enhancements. Maintains computer hardware and software in a manner that ensures proper and accurate operation.
23. Assumes responsibility for the safekeeping of all supplies. Safety precautions must be always adhered to.
24. Works in conjunction with Procurement personnel to maintain storeroom and warehouse facilities in a neat, clean, and orderly manner avoiding accumulation of paper, boxes, and packing material which may create a fire hazard.
25. Assists in other functions of the Procurement Department such as filling orders and transporting supplies to the appropriate departments daily, receiving and unloading supplies from commercial carriers, and acting as alternate Inventory Control Clerk.
26. Renders self-available, when responsibilities have been met, to assist in areas that may require assistance.
27. Performs additional tasks or other duties as assigned by the Procurement Director.
28. 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. Employees are responsible for clocking in and out as scheduled. On rare occasions, the incumbent may be called back to duty should a hospital code or emergency arise.

Work Environment:

1. Work is performed primarily in the Procurement office area with adequate lighting, heating, cooling, and ventilation. Occasional work in the outside temperature and some in a temperature-controlled warehouse.
2. Requires some walking within the hospital campus.
3. Position is subject to frequent interruptions.
4. Must follow safety standards when lifting and moving heavy objects.

5. Occasional driving in the company vehicle to pick up and drop off products or property.

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. Must be dependable and be able to report to work on time, every day.
2. Ability to perform under stress.
3. Must possess good communication skills, written and oral.
4. Prioritizes responsibilities to ensure completion of duties.
5. Must possess great interpersonal skills.
6. Requires minimal supervision in the performance of job duties; is a self-starter and able to work independently.
7. Ability to establish and maintain a good working relationship with all hospital departmental staff in the Choctaw Health Center, including patients and vendors.
8. Basic computer knowledge, and understanding of all Microsoft Office Products, and Adobe Software is preferred.
9. Must have a working telephone or cellular phone at the place of residence.

Qualifications:

1. High School Diploma or GED graduate **(REQUIRED). Attach copy to application.**
2. 2-year Bachelor's degree in accounting, business administration, economics, or a related field is preferred. **(ATTACH COPIES AS PROOF TO APPLICATION)**
3. At least one (1) year of experience with the procurement function in the healthcare environment is required.
4. Must possess a valid Mississippi driver's license, liability insurance, dependable transportation, and telephone. **(ATTACH COPIES AS PROOF TO APPLICATION)**

5. In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and annual physical examination thereafter during employment.
6. Must have successful completion of a criminal background investigation and pass a pre-employment drug test.

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