

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH
Job Advertisement
2017**

POSITION: Northern Cheyenne Cultural Specialist **SALARY:** \$17.00 per hour

DEPARTMENT: Northern Cheyenne Tribal Board of Health - N.C. Recovery Center

ACCOUNTABLE TO: Director of Recovery

CLASSIFICATION: Regular Full-time, Covered, Non-exempt

How To Apply: Submit a completed application. **RESUME**, (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification (if claiming Indian preference, DD214 (if claiming Veteran's preference), valid Montana State Driver's License. copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128. Little Wolf Capitol Building. Lame Deer, Mt. 59043

OPENING DATE: April 19, 2017

CLOSING DATE: May 03, 2017

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

SUMMARY OF WORK: This position will serve as the Northern Cheyenne Cultural expert in making decisions and/or recommendations to the Wellbriety program component of the Northern Cheyenne Recovery Center (NCRC). This position will also be required to present Northern Cheyenne Culture to outpatient groups and educate individuals wanting more knowledge on Northern Cheyenne history. This person will be a resource to community agencies and schools requesting cultural considerations.

Job Characteristics:

Nature of work: This position performs duties of public speaking. Position requires ability to adhere to standards of confidentiality. This position will assist the Director of Recovery with all aspects of Cultural advice and be able to build sweat, locate cedar, have knowledge of historical significance to the Northern Cheyenne people and perform various traditional ceremonies as needed by the program.

Personal contacts: This position is in contact with the public, both in person and over the telephone and is in daily contact with Northern Cheyenne Recovery Center Staff. Position requires personal contact daily with the Director of Recovery, Clinical Supervisor, Northern Cheyenne Recovery Staff and other Tribal employees.

Supervision received: General supervision under the Director of Recovery.

Supervision exercised: N/A

Essential functions: Position requires maintain professionalism on Cultural sensitivity. Be able to communicate effectively with co-workers, patients, and groups. At times, answer and manage a multiline telephone system: schedule appointments, take messages effectively; communicate verbally, use a computer, fax machine, copier, and other applicable technology. This position must observe all confidentiality, and privacy regulation pertaining to treatment services. This

position must keep the Director of Recovery informed of all activities, concerns, problems and issues. This position shall keep all Northern Cheyenne Recovery Center information confidential.

AREAS OF ACCOUNTABILITY:

This person is accountable to the staff of the Northern Cheyenne Recovery Center and to the consumers that utilize the center for services. Will be a resource for LAC's and Peer Advisors wishing to enhance their patient's and/or groups treatment plans through verbal education about Northern Cheyenne History and values.

- Be able to build and conduct NCRC Sweatlodge every Friday and when needed.
- Consultant to Northern Cheyenne Wellbriety Program.
- Works closely with the Director of Recovery.
- Must performs other related duties as assigned and required.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of tribal management policies, federal/state regulations geared toward Indian Health, administrative support functions, organizational structure of the Northern Cheyenne Tribal Board of Health and history of Northern Cheyenne people.

Skills: This position must have great verbal/written communication skills. It is preferred that the incumbent speak/understand Northern Cheyenne language.

Abilities: This position must be able to teach Northern Cheyenne foundations, culture, values and morals. Must be able to follow verbal instructions, remain calm when handling situations, be patient and courteous, use tact with difficult people, legally operate a vehicle, establish effective working relationships with fellow employees, must adhere to strict standards of confidentiality, and must have an understanding of the Northern Cheyenne Recovery Center, Northern Cheyenne Tribal Board of Health and Northern Cheyenne Tribal Government.

EDUCATION AND EXPERIENCE:

High School diploma preferred but not necessary, years of continuous sobriety from drugs and alcohol is a must, knowledge of Northern Cheyenne values and history a must.