

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH
JOB ANNOUNCEMENT**

POSITION: Director of Recovery Center

SALARY: \$22.00-\$26.00 per hour

DEPARTMENT: Northern Cheyenne Recovery Center

ACCOUNTABLE TO: Tribal Health Administrator

CLASSIFICATION: Regular Full-Time, Covered, Exempt

OPENING DATE: 10/23/18

CLOSING DATE: 11/6/18

How to Apply:

1. **Submit a Northern Cheyenne Tribe application**
2. **A Valid Montana Driver's license.**
3. **Updated Resume**
4. **Three (3) current references letters within 1 year (past/present/employers),**
5. **Copies of credentials, and certified copy of transcripts,**
6. **If claiming Tribal Preference, a Tribal I.D. or Tribal Certification**
7. **If claiming Veterans Preference, a copy of your DD214**

to the Northern Cheyenne Tribe, ATTN: Human Resources Office, P.O. Box 128,

Little Wolf Capitol Building, Lame Deer, Mt. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

The position is responsible for providing supervisory and management to the Northern Cheyenne Recovery Center (NCRC). This position serves as the primary administrator and directs the NCRC program, personnel, actions and activities; is a key player in maintaining the smooth and efficient operations of the Recovery Center.

JOB CHARACTERISTICS:

Nature of Work: The purpose of this position is to provide the overall management and direction to the Recovery Center. The position supervises all licensed and support staff under the Northern Cheyenne Recovery Center Policies and Procedure Manual and the Tribe's five (5) Operating Management Manuals.

Personal Contacts: The position works in cooperation with and under the "Chain of Command" the Tribal Health Administrator and the Northern Cheyenne Tribal Board of Health Commissioners. Contacts are with the Indian Health Service Chemical Dependency Program Officials, Montana State Medicaid and Licensing Officials, Inpatient Treatment Centers, and other Tribal Treatment Centers.

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Supervision Received: The position receives general administrative direction and supervision from the Tribal Health Administrator. The position will be responsible for

fulfilling the objectives of the department set by the program's Scope of Work, Program Review findings and any Corrective Action Plans. The Director of Recovery Center, Tribal Health Administrator and the Northern Cheyenne Tribal Board of Health Commissioners may also specify major projects and objectives.

Essential Functions: The position must ensure that policies and procedures are implemented and that a high quality of care is given to clients. The position directs the program to assure the provision of standards of care is achieved and maintained for the appropriate program Accreditation, Licensure and compliance. The position works closely with the Revenue Enhancement Office to coordinate and secure billing opportunities for services provided as an effort to collect third-party reimbursements. The position must maintain a high standard of confidentiality in accordance with HIPAA and CFR 42 Part 2. The Director is the overall supervisor of NCRC.

AREAS OF ACCOUNTABILITY:

The position will monitor staff performance and quality of care given to clients in accordance with applicable policies and procedures. The position will be responsible to provide the overall leadership and direction to the Recovery Center. The position will be responsible for meeting the appropriate Accreditation Standards and will ensure staff maintains licensure and certifications. The position is a higher-level management and leadership position that will provide a wide array of administrative services related to the recruitment, retention and employment of Northern Cheyenne Recovery Center employees including, but not limited to the following:

- Staffing: Monitors staff performance and conducts annual performance appraisals and implements corrective action plans for employees. Implements disciplinary measures as deemed necessary to correct employee conduct. Develops, arranges and conducts Northern Cheyenne Recovery Center employee training in developing training plans for programs to enhance scopes of work and services.
- Policy specific to Northern Cheyenne Recovery Center
- Program Development: Assesses program needs and recommends plans to meet those needs. Searches for funding sources to overcome program needs and for the provision of additional services. Develops strategies for staff motivation and performance by creating and maintaining a positive work environment. Assists in implementing Northern Cheyenne Recovery Center corrective action plans and organizational improvements. Participates and conducts strategic planning for the Northern Cheyenne Recovery Center.

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- Program Administration: Conducts and assures effective and positive communications within program, clients, Tribal Health Administration, Northern Cheyenne Tribal Board of Health Commissioners. Develops monthly, quarter, annual program reports as required or as requested. Develops implements and enforces program policy and procedures, enforces Tribal Personnel Policies, Financial and Procurement Policies. Assesses and evaluates program functions and activities to assure a high quality of client services. Meets and maintains Well-briety Accreditation and/or state accreditation. Conducts staff meetings and attend meetings with various State, Federal and Tribal entities. Collects, analyzes data and summarizes data for reports and other management purposes. Manages and oversees the maintenance of client and program files.

JOB REQUIREMENTS:

Knowledge: The position requires knowledge of management and supervisory theories and practices. The position requires professional knowledge of chemical dependency treatment modalities, theories and practices such as ASAM, SASSI, SUDDS and SOAP. The position requires knowledge of concepts, principles and techniques of best practices as they apply to the culturally specific chemical dependency treatment for Native Americans and more specifically, Cheyenne people. The position requires knowledge of appropriate local and other resources needed to provide service referrals for in-patient and out-patient treatment services. The position requires knowledge of child and adolescent development, family therapy and treatment modalities, and health and wellness education including those specific to adolescent addiction counseling, intervention strategies, crisis intervention, health prevention and promotion. The position requires knowledge of third-party billing and collections for program revenue generation. The position requires knowledge to monitor NCRC business to ensure they efficiently and effectively provide needed services while staying within budgetary limits including, how to apply and interpret financial information and budget preparation. The position requires a basic understanding related to the efficient management of an organization and effective employee relations in the daily operations of the Northern Cheyenne Recovery Center. The position requires knowledge of applicable Tribal and Federal employment laws, the Tribal Constitution and By-laws, Tribal history and culture, the Tribe's multiple management systems, the Tribe's governmental structure and strategic planning.

Skills: The position requires strong skills in the processes of communication both verbal and written. This position requires the ability to responsibly address all personnel matters involving the needs of the Northern Cheyenne Recovery Center employees and meeting the objectives of the Scope of Work. The position requires the ability to work closely with various Tribal Board of Health departments and programs as well as other Tribal programs and entities. This position requires computer literacy and proficiency in business issued electronic mail programs, Microsoft Word processing, Microsoft spreadsheet software, and data entry programs; excellent oral and written communication

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skills and report/technical writing; excellent organizational goals and objectives, short and long-term planning and other special projects and issues.

Abilities: The position requires the ability to work in a stressful environment with demonstrated abilities to effectively confront and deal with problems thoroughly, with controversial issues and complex application of analytical, decision making skills, problem solving skills and conflict management abilities. Must have a thorough knowledge of program management, its culture and services. Must be able to work with all levels of management and superior training and delegation abilities. The position must be able to integrate Cheyenne philosophies and cultural compatible with current best practices in chemical dependency. The position requires the ability to analyze workload data.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree is required in an appropriate or related field with an emphasis on alcohol and drug addiction.
- Must have a minimum of 4 years of experience in program management and supervision.
- Combination of education and experience will be considered for education requirements.
- Must have 10 years of continuous abstinence from mood altering substances.