

**NORTHERN CHEYENNE TRIBE  
BOARD OF HEALTH**

**POSITION:** DEPUTY DIRECTOR

**DEPARTMENT:** NC TRIBAL BOARD OF HEALTH

**ACCOUNTABLE TO:** TRIBAL HEALTH ADMINISTRATOR

**CLASSIFICATION:** PERMANENT FULL-TIME                      **SALARY:** DOE

**OPENING DATE:** January 19, 2023                      **CLOSING DATE:** February 1, 2023 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**\*\*Cover Letter noting education and experience highly recommended\*\***

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:**

This position is responsible for assisting the THA with the stewardship, budget management, and implementation of federal funding through the Annual Funding Agreement and other Grants/Task orders. The duties of this role are centralized on utilizing strong administrative skills to develop, organize, and implement a system of support that achieves goals in addressing the Tribe's health care needs. This role will heavily collaborate with the Tribal Health Administrator and other tribal health programs to prioritize community needs, adhere to procurement policies, and ensure all funding endeavors are within the allowable federal guidelines of the AFA and other Program guidelines.

**JOB CHARACTERISTICS:**

**Nature of Work:** Will assist the THA with all functions within the NCTBH program. Budget analysis and supervisory over all Director's and Administrative staff at the NCTBH. Oversight of the procurement process. Main point of contact for NCTBH correspondence. Primary administrative support to the THA.

**Personal Contacts:** The incumbent interacts daily and frequently with the THA. Additional contacts may include Tribal Administration, Tribal Council, NCTBH Board, Indian Health Service representatives and other Federal and State officials. Additional contacts include all NCTBH programs, other Tribal programs, community.

**Supervision Received:** The incumbent is under the direct supervision of the THA.

**Supervision Exercised:** Daily supervision over all NCTBH Director's and Administrative staff.

**Essential Functions:** To develop, organize and implement a system of support that assists the THA in addressing the Tribe's health care needs.

**AREAS OF JOB REQUIREMENTS AND ACCOUNTABILITY:**

1. Astute awareness of federal guidelines of allowability associated with AFA and Program guidelines.
2. Will work closely with the THA to process all functions within the NCTBH program
3. Creation of purchase orders through formal procurement process, including requisitions and invoice submissions
4. Analyze budgets and payment requests for accuracy and federal allowability
5. Attend and lead NCTBH-related meetings with the Tribal executive branch, Tribal Council, and Central Finance
6. Email/phone correspondence pertaining to NCTBH
7. Management of personnel within NCTBH approved budgets, including oversight of timesheets and EANs
8. Drafting letters of justification for NCTBH related procurement, in congruence with federal allowability guidelines
9. Carries out administrative duties such as filing, typing, copying, phone calls, scanning, etc.
10. Exhibits polite and professional communication via phone, email, and in-person
11. Supports program by performing tasks related to organization and strong communication

**EDUCATION AND EXPERIENCE:**

- Bachelor's &/or experience required, from an accredited college or university in Business or Administration or related field.
- 5 years of work experience, preferably in an administrative capacity
- Knowledge of appropriate software including: Microsoft Word, Excel, Outlook, and Google platforms (e.g. Sheets, Docs, Google Drive)
- Valid driver's license and current driving record **required.**
- Must submit to and pass a federal background check.

**\*Cover Letter noting education and experience highly recommended**