

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH**

POSITION: Director of Recovery Center

SALARY: DOE

DEPARTMENT: Northern Cheyenne Recovery Center

ACCOUNTABLE TO: Tribal Health Administrator

CLASSIFICATION: Regular Full-Time, Covered, Exempt

OPENING DATE: July 11, 2024

CLOSING DATE: July 24, 2024 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

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:

The position is responsible for providing supervisory and management to the Northern Cheyenne Recovery Center. This position serves as the primary administrator and directs Recovery Center program personnel, functions and activities.

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 six (6) Operating Management Manuals.

Personal Contacts: The position works in cooperation with and under the "Chain of Command" of the Director of Behavioral Health Programs, 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.

Supervision Received: The position receives general administrative direction and supervision from the Director of Behavioral Health Programs. The position will be responsible for fulfilling the objectives of the department set by the program Scope of Work, Program Review finding and any Corrective Action Plans. The Director of Behavioral Health Programs, 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 and Licensure. The position works closely with the Business 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.

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.
- **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.
- **Program Administration:** Conducts and assures effective and positive communications within program, clients, Tribal Health Administration, Northern Cheyenne Tribal Board of Health Board of 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 accreditation and promotes staff licensure. 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, clinical evaluation and treatment progress noting. 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, 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 a basic understanding of the 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 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 word processing, spreadsheet software, and data entry programs; excellent oral and written communication skills; 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 and interpersonal skills. 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. May work a minimal case load if needed to assist with treatment services.

EDUCATION AND EXPERIENCE:

- Associate degree is **required**, and a bachelor's degree is recommended or higher in an appropriate or related field.
- Must have a minimum of 2 years of experience in program management and/or oversight.
- Must have a minimum of 2 years of experience in case management.
- Combination of education and experience will be considered for education requirements.
- Must have 10 years of continuous abstinence from mood altering substances.
- Valid driver's license and current driving record **required**.
- Must submit to and pass a federal background check.

PREFERNCE IN HIRING:

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)

Approved: _____
Board Chair, BOH