

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

POSITION: Employment Services Director **SALARY:** \$20.00-22.88

DEPARTMENT: Northern Cheyenne Tribal Board of Health

ACCOUNTABLE TO: Tribal Health Administrator

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

OPENING DATE: January 12, 2022 **CLOSING DATE:** January 26, 2022 at 4PM

How To Apply:

1. Submit a completed Northern Cheyenne Tribe application
2. Resume'
3. Three (3) current (within 1 year) letters of recommendations
4. Tribal certification (if claiming Indian preference)
5. DD214 (if claiming Veteran's preference)
6. Copies of credentials, certifications, trainings pertaining to finance.
7. A certified copy of transcript is required for this position.
8. Current copy of State of Montana Driver's License.
9. Must have a good driving record and be insurable with our company.
10. Must submit to and pass a reference and criminal background check.

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:

Responsible for providing administrative services related to the recruitment, retention, and career development of Tribal Board of Health employees.

JOB CHARACTERISTICS:

Nature of Work: This position encompasses duties and responsibilities that require a combination of education, training, and experience in the fields of administration, human resource recruitment, retention and management, strategic planning, and employment law.

Person Contacts: Tribal Health Administrator, Budget Director, Tribal Human Resources, funding agencies, program managers, employees, consultants, and the general public.

Supervision Received: General supervision under the Tribal Health Administrator.

Supervision Exercised: As assigned by the Tribal Health Administrator.

AREAS OFF ACCOUNTABILITY:

Provides a wide array of administrative services related to the recruitment, retention and employment of Tribal Board of Health employees including, but not limited to the following:

- Assesses the skills and qualities required for each position and develops position descriptions working closely with the program director or supervisor of that department.
- Submit advertisements for Tribal Board of Health position vacancies to the Tribe's Human Resources Department.
- Assesses completed applications and organizes selection and coordinates interview processes in accordance to the Tribe's Personnel Management System and the Tribe's Human Resources Department.
- Arranges and conducts Tribal Board of Health employee training in developing training plans for programs to enhance scopes of work and services.
- Provides advice and information to Tribal Board of Health administration and employees on personnel policies and procedures.
- Advises Tribal Board of Health employees on employment matters and career development.
- Assists in implementing Tribal Board of Health organizational changes.
- Responsible for Tribal Board of Health personnel records, tracking employment history, promotions, transfers, salaries, and training.
- Participates in strategic management.
- Develops a Tribal Board of Health employee wage and salary scale specific to specialized health care personnel.
- Investigates accidents and prepares reports for the Tribal Board of Health administration to ensure a safe working environment.
- Drives the Tribal Board of Health organizational culture to ensure unity of purpose and fulfillment of the Tribal Board of Health's vision statement and the mission statements of each Tribal Board of Health program.
- Responsible for Drug Testing and Background checks for Tribal Board of Health employees
- Participates in special projects and performs additional duties as assigned.

JOB REQUIREMENTS:

Knowledge: 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 Tribal Board of Health. 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: This position requires the ability to responsibly address all personnel matters involving the needs of the Tribal Board of Health employees and meeting the objectives of the various Tribal Board of Health departments and programs. This position requires computer literacy and proficiency in word processing and spreadsheet software; excellent oral and written

communication skills; excellent organizational goals and objectives, short and long-term planning and other special projects and issues.

Abilities: This position requires the ability to provide solutions to basic and complex employee relations issues and to work in close consultation with the Tribal Health Administrator on most complex issues including the interpretation of applicable employment laws and policies, organizational goals and objectives, short and long-term planning and other special projects.

JOB PERFORMANCE STANDARDS:

The candidate for this professional position must be self-motivated, have capability to multi-task, work with minimal supervision, maintain a professional demeanor and appearance, and to maintain confidential information. To perform this position successfully, the candidate must be able to perform each essential duty and responsibility satisfactorily.

EDUCATION AND EXPERIENCE:

High School Diploma or GED is required.

An Associated Degree or 2 years of university credits is required.

Must have experience working with State and Federal Background entities.

Must have 5 years of Human Resource experience

Must have a valid Drivers License and be insurable.