

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH**

POSITION: Tribal Health Administrator Salary: **DOE**

DEPARTMENT: Northern Cheyenne Tribal Board of Health

ACCOUNTABLE: Board Chairperson

CLASSIFICATION: Regular Full Time, Covered, Exempt

OPENING: August 31, 2022

CLOSING: September 16, 2022 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, Lama 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, Lama 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 the current operations of the Northern Cheyenne Tribal Board of Health programs by providing effective leadership, professional management, public relations and policy guidance to the diverse Tribal Health workforce, as well as providing health-related services through the department. The primary responsibility is ensuring all departments are following scopes of work authorized through the Annual Funding Agreement between the Tribe/BOH and IHS. The Tribal Health Administrator works cooperatively with the Tribal Administration, Tribal Council, Northern Cheyenne Board of Health and other public and private organizations to accomplish the mission, goals and objective for the multi-faceted Tribal Health Department.

JOB CHARACTERISTICS:

Nature of Work: The Tribal Health Administrator provides quality administration and oversight of multiple Tribal Health programs funded by various Federal and State

contracts and grants and assures effective and efficient use of these resources to attain the overall purposed and mission of the Northern Cheyenne BOH Programs. The Tribal Health Administrator allocates and deploys available resources with input from the Tribal Administration and Tribal Board of Health. This position involves: excellent communication skills, the ability to establish trustworthy working relationships, building the technological capacity for the Tribal Health Department, providing continuous feedback to Tribal Health staff, must be adept at problem solving, seeks counsel from others, engages issues, creates a positive work environment/culture and shares knowledge and contacts with colleagues.

Personal Contact: The Administrator interacts consistently with the Tribal Administration, Tribal Council, Northern Cheyenne Board of Health Board, Indian Health Service representatives and other Federal and State officials. Additional contacts may include other Tribal programs, contractors, and entities that maintain business relationships with the Tribal Health Department.

Supervision Received: The Administrator is under the direct supervision of the Tribal Health Board and receives general administrative supervision for the tribal health employees to accomplish the overall broad mission, goals and objectives.

Supervision Exercised: Daily supervision over all of BOH Directors and Administrative staff. The Tribal Health Administrator will provide interpretation of policies, procedures, recommendations for projected use of such resources and fully participates on a day-to-day basis for BOH management discussions, decisions, policy making, evaluation and shares accordingly the responsibility for related management actions.

Essential Functions: The Tribal Health Administrator directly leads, supervises, manages, and coordinates the development, implementation, of all designated aspects of administrative operations of all BOH programs with Federal, State, and community relations.

AREAS OF JOB REQUIREMENTS AND ACCOUNTABILITY:

- Must have excellent communication skills both verbal and in writing.
- Must have an excellent track record of leading a large diverse organization.
- Must have excellent skills in developing teams and developing a unified vision.
- Must adhere to strict standards of confidentiality, and comply with the privacy act, HIPAA standards.
- Must have experience working with the AFA (annual funding agreement) ensuring that the AFA scopes of work are implemented.
- Must have working knowledge with 638 Contracts and funding.
- Must work closely with the Director of Budgets to exercise fiscal management with responsibility of formulating, facilitating, and monitoring the operational spending

plan along with recommending the reallocation of funds based on program and service needs.

- Must be able to understand & analyze budget reports from Central Finance.
- Must work closely with the Director of Budgets and Central Finance for providing financial reports that are reviewed by the Tribal Health Board for concurrence.
- Works with the Billings Area Office Indian Health Service representatives on budget modifications, tribal shares, contract support cost.
- Requires knowledge with Accounting Principles, Accounting practices of Northern Cheyenne Tribe, Third Party Revenue Generation, Affordable Care Act and overall management systems of the Northern Cheyenne tribe. Have knowledge of HIPAA compliance and confidentiality.
- Provide input on all budget and financial reporting.
- Assures that Human Resource policies and procedures are implemented and complied with.
- Periodically facilitates reviews and evaluation of existing policies and procedures of all BOH programs assigned to his/her administrative supervision to assure current needs are met and policies and accreditation standards are in compliance.
- Will adhere to the Personnel, Financial, Travel, Drug & Alcohol, Property, and Purchasing Policy manuals for the Northern Cheyenne Tribe.
- Must be able to handle conflict resolution with good judgment, professionalism, and courtesy.
- Must have the ability to maintain effective working relations with fellow employees and other staff on a frequent basis.
- Ability to delegate, review and coordinate work of employees supervised.
- Attends Board meeting.
- Must have at least five (5) years of administrative and supervisory experience.
- Must represent the Board of Health and the Northern Cheyenne Tribe in a responsible & ethical manner.

EDUCATION:

The above knowledge, skills, and abilities of a Health Administrator are typically acquired through a combination of education and experience equivalent to:

- Bachelor's degree is **required**.
- Master's degree in related health field **preferred**.
- Minimum five (5) years experience in managing health care delivery systems to include managing large-scale projects, divisions, and/or tribal health related functions.