

NORTHERN CHEYENNE TRIBE TRIBAL BOARD OF HEALTH

POSITION: Tribal Health Improvement Program Director **SALARY:** \$24.00 – \$36.00

DEPARTMENT: Northern Cheyenne Tribal Board of Health - Tribal Health Improvement Program (T-HIP)

ACCOUNTABLE TO: NCTBH Tribal Health Administrator

CLASSIFICATION: Regular Full-time - Exempt
*** TBD on a year to year basis, depending on funding availability*

OPENING DATE: November 10, 2022 **CLOSING DATE:** November 18, 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, 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 purpose of this position is to provide management, supervision, and direction for the Tribal Health Improvement Program. In addition, the incumbent will direct, coordinate, and implement the functions of a multi-disciplinary staff to assure optimal patient management through appropriate resource allocation, effective and efficient utilization of program services. Also, analysis and evaluation of clinical practices, including planning and arranging the delivery of home, school, and community services in order to maintain continuity of comprehensive care. Utilize managed care techniques with special emphasis on case management and clinical reviews that promotes efficient and effective use of health care resources by focusing on the patient and family to provide a seamless continuum of care.

JOB CHARACTERISTICS:

Nature of Work: Directs a program segment that performs technical, administrative, management, and professional work. The work affects the activities, functions, or services accomplished and significantly impact a wide range of program activities, the work of other agencies, or the operations of outside interests or the client population. The work involves line management and operation of a segment of a health care organization. Higher level policies, regulations, rules, etc. must be followed and adapted to meet local operational needs.

Personal Contacts: Personal contacts are with employees, management, community members and others to implement an effective health improvement program. A wide range of contacts with outside agencies and consultants will also be part of the workload. Contacts are for the purpose of providing consultation, advice and recommendations, securing cooperation, coordinating efforts, facilitating an open exchange of ideas and concepts in the development in a successful health improvement program.

Supervision Received and Controls: This position receives supervision from the NCTBH Tribal Health Administrator. The incumbent will exercise delegated authority to oversee the overall planning, direction, and timely execution of program services including development, assignment, and higher-level clarification of goals and objective for supervisors/managers/leads of subordinates. Most work activities require the ability to function with a high degree of leadership autonomy. Emergencies or unusual problems are reported to the NCTBH Tribal Health Administrator as appropriate.

Essential Functions: This position requires excellent planning and organizing, staffing, leading, coordinating and controlling. Uses and promotes a team approach to management and ensures accountability throughout the workplace. This position must have a working knowledge of the Northern Cheyenne culture and be able to demonstrate administrative capability in planning, establishing and managing cultural program services, events, and activities.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

- Maintain oversight and responsibility for operating T-HIP service. Works closely with the Director of Budgets to keep track of the T-HIP budget.
- Supervision of RN's, office manager, transportation drivers, care coordinators, and other identified staff.
- Coordinate the planning and implementation of services to be provided under Tier 2 and Tier 3 with T-HIP staff and designated NCTBH staff.
- Assigns work to be completed by subordinates for a two-week period. Assignments take into account the skill level of staff members and the needs of the patient population. Collaborate with RN manager to develop the nursing, case management and other staff work schedule. Notifies the appropriate administrative staff of needed changes to the schedule such as annual leave requests, educational leave, court leave, etc. Adjusts schedule on a daily basis when needed to accommodate unscheduled sick leave, unscheduled annual leave, educational activities, etc.
- Evaluates personnel by direct observation and tracking quality and progress of performance. Is available to employees to assist in problem resolution. Maintains documentation and implements disciplinary and adverse action as necessary.
- Collaborates with program staff to establish objectives consistent with the goals and mission of the T-HIP.
- Conducts regularly scheduled staff meetings to communicate important information to staff, to elicit staff concerns related to program operations, and share ideas for problem solving and programmatic improvement. Identifies problems and takes action toward resolution. Collaborates with NCTBH administration in the planning, implementation, coordination, and evaluation of program personnel educational activities that directly and indirectly affect patient care outcomes.
- Communicates and participates in a multidisciplinary Quality Improvement Team for the program.
- Develops monthly management reports.

- Develops an orientation plan for each new employee that is specific to their skills and the needs of the program. Recommends and coordinates specific in-service training for staff, and has the expertise to personally provide or coordinate such training. Facilitates employee participation for in-service and continuing education by scheduling staff to attend development programs, resulting in a more qualified and competent staff. Ensures staff meet nationally recognized certification standards and maintain current licensures.
- Collaborates with administration in management of all patient care activities. Specific responsibilities include.
 1. Collaborate with RN manager to ensure smooth function of all patient care activities.
 2. Develops and revises policies and procedures that positively affect patient care outcomes.
 3. Recommends the need for major capital equipment purchases and provides prioritized rationale for acquisition.
 4. Attends workshops and meetings that pertain to administrative matters such as staff recruiting and retention issues, budget, continuous quality improvement and other management topics.

Other Responsibilities:

- The incumbent initiates the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievement; (4) career development of employees; and (5) full utilization of employee skills.
- Routine duties shall include collaboration with Nurses, Care Coordinators, transportation drivers, and other staffing to provide services to individuals eligible for services provided by T-HIP in homes, schools, job sites, and other community locations within the services area.
- Collaborate with other NCTBH programs and staff on T-HIP initiatives, including without limitation, Public Health Nursing and Health Promotion/Disease Prevention activities and services. Plans other duties as assigned.
- The incumbent will adhere to Northern Cheyenne Tribe's Policy and Procedures, Federal and State Laws and Regulations including OSHA and HIPPA guidelines. Professional experience also serves as a guideline. The incumbent must exercise sound judgement in interpreting the intent of guidelines that do exist and in adapting or developing guidelines to specific areas of work.

JOB REQUIREMENTS

Knowledge: Knowledge of organization and systems sufficient to independently coordinate large program problems. Knowledge and skill sufficient to communicate effectively and diplomatically within a multi-functional team environment, including collaboration with the Indian Health Service, Billings Clinic, St. Vincent Healthcare and other healthcare entities, schools, and other community agencies. Must background self in medical terminology and healthcare.

Skills: Strong organizational skills and attention to detail. Strong leadership skills including conflict management, developing others, decision making, team building, and interpersonal skills.

Abilities: Ability to successfully function in a fast paced, service-oriented environment under limited supervision. This position **requires** the ability to communicate effectively both verbally and in writing, follow verbal and written instructions; make appropriate decisions; understand policies and procedures; work independently, interpret and implement specific protocols; establish and maintain good public relation skills.

- Prior management and supervisory experience. Experience in interacting with a variety of health professionals and support staff. Knowledge and experience in program administration and regulatory requirements.
- Experience in understanding and usage of computers as well as the ability to learn applications relevant to the position. Must be able to effectively use Microsoft Office, including Excel, Outlook, and web-based programs.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Observes work hours
- Demonstrates punctuality
- Performs assigned duties efficiently and in a timely manner
- Maintains accurate and timely records, manual and policies
- Prepares and submits accurate timely reports
- Demonstrates excellent public relations and communication
- Adheres to confidentiality standards & HIPAA rules
- Maintains client and staff calendar and appointments
- Utilizes computer systems and common office equipment
- Maintains the record keeping, reporting, typing, filing and information gathering system
- Demonstrates ability to work independently and execute guidelines, policies and procedures
- Establishes and maintains effective working relationships with fellow employees, supervisor and the public

EDUCATION AND EXPERIENCE:

- Bachelor of Science in Health Science, Public Health, or Business Administration (or similar degree) is required
- Master's Degree in Health-Related field is preferred
- 3-5 years of responsible management and supervisory experience.
- Medical background and knowledge is preferred
- **A Strategic Plan is required to be considered for this position.**