

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH**

**POSITION:** Director of Public Health Nursing

**SALARY:** DOE

**DEPARTMENT:** Northern Cheyenne Tribal Board of Health

**ACCOUNTABLE TO:** Tribal Health Administration

**CLASSIFICATION:** Regular Full-time, Covered, Exempt

**OPENS:** March 16, 2023

**CLOSES:** June 9, 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

**\*\*A Strategic Plan is Required to be considered for this position\*\***

**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)**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**Summary of Work:** This position shall assist the tribal health administration with primary administrative oversight of all public health programs and components while providing full performance of community/public health nursing services in Northern Cheyenne Indian Reservation. This position will have supervisory responsibilities of all nursing staff and support staff who serve tribal member homes and various community settings to provide culturally-appropriate community and client centered counseling and education concerning health and illnesses. High level professional administrative position.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position requires working closely with all public health programs and components to stay in compliance with federal, state, and tribal regulations, standards, and policies. This position also insures public health programs and components to meet yearly scope of work obligations and responsibilities. Furthermore, this position will work closely with the Grants & Compliance Director and the Tribal Health Administrator in the planning, development and implementation of systems including funding opportunities, program policies and processes.

**Personal Contacts:** This position requires daily personal contact with the Tribal Health Administrator, Tribal Board of Health program directors/supervisors, Budget Director, and the Indian Health Service administration and staff.

**Supervision received:** This position will receive general supervision by the Tribal Health Administrator.

**Supervision exercised:** This position shall have daily supervision of public health program directors and supervisors which include the Public Health Nurses, Community Health Representatives, Wellness Diabetes Nurses, Fitness, Oncology, and their affiliated components.

**Essential functions:** The position requires excellent oral and written communication and must keep all tribal health information confidential. The incumbent will work closely with the Tribal Health Administrator and other Tribal Board of Health program directors with public health concerns, personnel issues and other public health related issues and concerns. The incumbent will be responsible for other projects and duties that may be assigned. The incumbent shall be knowledgeable and competent on third-party billings and program income revenue. The incumbent shall also have experience with CMS and RPMS compliance issues.

**AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

The Director of Public Health Programs is responsible for the following duties:

- ~. May provide health related counseling on the prevention of communicable diseases;
  - Coordinate health programs with outside organizations, agencies, and groups within the Northern Cheyenne community
  - Introduce general health related information and instruction to individuals, families and community groups;
  - May administer a variety of pre-examination tests including skin test, blood tests, and other tests used in determining communicable disease;
  - Provide information and education to patients before and after tests as necessary;
  - Assess and evaluate patient's response to treatment and medication;
  - Advise patients on available and appropriate medical and social services available.
  - Keep accurate patient case management records; maintain confidentiality at all times.
  - Stay informed, aware and knowledgeable of new trends and clinical studies in the area of disease prevention and treatment, chronic diseases.
  - Compile and submit necessary medical/statistical reports and data in a timely fashion
  - Apply basic time management and patient care coordination skills to effectively provide nursing and health care services.
  - Participate in quality improvement activities.
  - Assist investigation of communicable diseases when requested.
  - Make home visits.
  - May assess care plan, and implement care, evaluate patient's response to plan, make changes in plan as appropriate.
  - Perform related duties and responsibilities as required.

**Specific to Supervisor Position:**

- Supervisory responsibilities include the daily oversight, monitoring and management of all Public Health Program staff and components based on the Tribe's personnel management policies.
- Staff scheduling and assignment of work based upon priorities;
- Provide constructive informal and formal job performance feedback and performance evaluations;
- Make recommendations for appointment, promotion and reassignment.

- Participate in the employee disciplinary actions and remediation, as necessary;
- Guide, mentor and support staff in daily duties, training and career planning.
- Prepares budgets, including modification review and final preparation;
- Prepare and develop department scope of work.
- Prepare monthly, quarterly and annual federal data analysis and reporting.
- Prepare monthly, quarterly and annual grant reporting, monitoring and tracking.
- Works closely with the Tribal Health Administrator, Tribal Board of Health Program directors, supervisors, and employees on human resource issues, concerns and problems.
- Involved with the human resource screening, interview and selection process.
- Responsible for assuring that all tribal health direct services to the public are professional and effective.
- Works on assignments and projects as determined by the Tribal Health Administrator.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a general knowledge of planning, development and implementation of public health programs along with knowledge of principles, concepts, procedures, methods, and techniques of nursing practice. The incumbent must know administrative support functions, including tribal management systems and tribal governmental processes; and must have knowledge of public laws related to federal contracting including model contracting, self-governance and construction. The incumbent requires knowledge of the Federal, Tribal and State budgeting processes and grants/contracts management protocols pertinent to health care. The incumbent must have knowledge of principles and procedures of medical record keeping with computer software and data bases utilized in the public health delivery process and reporting of data for measurable outcomes and goals.

**Skills:** This position requires skills using computer software hardware, and other office equipment. The incumbent must have skills in basic administration including program, policy and procedure development and implementation; and must have skills in writing and language that justifies grants/contracts compliance that meets Federal standards.

**Abilities:** This position requires the ability to educate, review, coordinate, motivate, delegate and supervise the work of the public health nurses and employees. The incumbent must have the ability to apply nursing and management principles and standards of care to rural and tribal/cultural settings. The incumbent must be able to provide direction through planning and organizing health related assignments, projects and activities that best represent tribal health's mission statement while adhering to strict standards of confidentiality.

**Conditions:** This position may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency. New employees must complete Indian Health Services (IHS) training course (HIPP A, Blood Born Pathogen Training or as defined by facility) as a condition of continuing employment, prior to the completion the first year employment.

**EDUCATION AND EXPERIENCE:**

- Bachelor's required, a Master's preferred, from an accredited college or university with major course work in nursing, or equivalent registered nurse experience with five (5) years' experience in grants/contracts management, and program planning in the public health field.
- Candidates for position in this classification must possess an unrestricted current license as a registered Nurse from the Montana State Board of Nursing. **Copy of current license MUST accompany employment application.**
- Minimum of seven years of general registered nursing experience and a minimum of five years supervisory experience.

**\*\*A Strategic Plan is Required to be considered for this position\*\***

**Additional Details:**

- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference given to qualified enrolled members of the Northern Cheyenne Tribe.