POSITION: Director  
Community Health Representative Program

SALARY: ($47,265-$59,082) + Annual & Sick (SALARY-Not Eligible)

OPENING DATE: March 05, 2020  
CLOSING DATE: March 19, 2020

SCOPE OF POSITION:
The Director will be responsible for the overall administration, management and operation of the CHR Program; ensure outreach healthcare and education services that support preventative health care (public awareness, training opportunities and assistance) initiatives and disease prevention efforts to empower community members to actively participate in their own health care.

SUPERVISION:
The CHR Director will work under the supervision of the Tribal Health Director who will provide guidance, direction and conduct performance evaluation.

DUTIES & RESPONSIBILITIES:
1. Administration, management and operation of all aspects of the CHR Program and compliance of the 638-Master Health Contract terms.
2. Prioritize the top five-(5) health disparities within the communities by conducting community profiles to identify the top five preventative health care needs of each community.
3. Develop a method for prioritization of health needs to ensure collaboration and coordination of services is consistent with other healthcare referral systems (Tribal Health Programs, SR Day Treatment, Diabetes, Mental Health, Elderly Protection, Nutrition for the Elderly, Sioux County, Corson County, Dental clinics, Women’s Way, Men’s Wellness, Youth Wellness, Health Education, ND State, SD State, Medicaid, Medicare Services) for quality care of clients/patients.
4. Implement and promote a health care service delivery system; communicate and network with individual patient/client, community members, Tribal Administration and other health care resources both on and off the reservation.
5. Develop and implement CHR health care service and client/patient transportation policy and procedures to maximize resource; conduct training to local district communities regarding approved policies.
6. Implement the community based approach to healthcare and establish outreach services in the eight-(8) local districts; conduct site visits on a weekly basis; address and document local concerns and obtain feedback.
7. Implement a communication system for CHR Staff to ensure information is reaching community members regarding self-care in the areas of mental, physical and emotional health and spiritual well-being.
8. Conduct an annual assessment of preventative health care services are implemented in the communities.

Níktic’ičiyapi ki Wówašéchuŋpi Uŋ patitapi
“Promoting Self-Sufficiency through Employment”
10. Conduct staff and program orientation at the Tribal, State, National Health levels in regards current Health Care policies, guidelines and requirements.

11. Complete and submit of monthly, quarterly and annual reports to HEW Committee, Tribal Council and other Federal Agencies as mandated in the 638' Master Health Contract; receive and track CHR Staff reports submitted bi-weekly to include data and information for monthly CHR directors’ report to Tribal Health, HEW, & Tribal Council.

12. Collaborate with Indian Health Service, Tribal Health Administration, 638’ Master Health Programs, Health Education, Aberdeen Area Office, Great Plains Tribal Chairman’s Health Board (GPTCHB) and Sitting Bull College to provide current health information and education through workshops, training and certification of CHR Staff on an annual basis.


14. Tracking and conduct CHR staff evaluations on an annual basis.

15. Develop and implement third party billing for allowable services provided and actively seek additional funding through grants and proposals to supplement the effort of improving health care and expanding services of the CHR Program.

16. Perform CHR program related duties as required and delegated; Complete tasks and assignments directed by Tribal Health Director pertaining to health care, health needs and services for the Standing Rock Nation.

QUALIFICATIONS:

1. Bachelor’s Degree in Business Administration, Business Management, Human Services, and Community Health, Public Health or related field with two (2) years of combined documented experience in administration of contracts, grants or financial/budget management, home healthcare, community based services and supervisory experience. In lieu of minimum education requirement will consider qualifying education and experience. Qualifying education and experience means possession two (2) year degree in Business Administration, Business Management, Human Services or related field with five (5) years of documented combined experience in administration of contracts, grants or financial/budget management, home healthcare, community based services and supervisory experience.

2. Must possess strong computer skills with working knowledge of Microsoft Office Suite, Excel and database services for reporting.

3. Proficient in carrying out general office functions with efficient operation of (copy, scanner, fax, printers, and telephone) standard office equipment.

4. Understand and carry out both verbal and written instructions and request clarification when needed.

5. Excellent customer service skills and demonstrate professionalism; maintain tact, courtesy, composure and flexibility when dealing with a variety of circumstances, situations and personalities.

6. Valid driver’s license and meet insurability requirements.

7. Must pass a Minimum Background Investigation to meet certification of eligibility requirements.

POSITIONS REQUIREMENTS:

1. Demonstrate thorough understanding of Tribal Management systems, Code of Ethics, Personnel Policies and Procedures, and applicable Tribal and Federal regulations pertaining to records management.

3. Demonstrate effective knowledge of 638 program funding requirements; assess and identify systemic problems, develop and implement solutions in effort to plan direct services that address challenges in promoting health and disease prevention.

4. Ability to coordinate health resources and health related services with local Indian Health Service Unit, State, Federal, National and Tribal Agencies to assure continuous communication between health providers and community people to avoid duplication of services and maximize healthcare and preventative care efforts to clients and patients.

5. Demonstrate active participation of CHR staff in health related activities (Suicide Task Force, Public Health Nursing, WIC, Food Distribution, Tobacco Prevention/Substance Abuse Programs and other health related efforts) to share new and current information within the Standing Rock communities.

6. Ability to learn and operate new software applications as it applies to data collection and reporting instruments.

7. Ability to maintain effective partnership with ND/SD County & State Health and Human Services to establish Third-Party Billing with Medicaid, Indian Health Services and Public Health.

8. Ability to obtain and maintain CHR on-line courses, Certificate of Eligibility to access and enter data, HIPAA, CPR and First Aid Certification

9. Ability to effectively communicate with the public, outside organizations, agencies and programs via in person, writing, telephone or email.

10. Ability to attend Local District Meetings as requested in writing with a minimum of a three day notice as stated in Title XX and at the request of SRST Tribal Chairman and Tribal Health Director.

11. Ability to provide guidance, direction and motivate staff necessary to measure and monitor performance standards and expectations; resolve conflict and issues.

12. Sign a program confidentiality statement with understanding of the penalties for any violations as it pertains to the CHR Program and client information and understand the penalties for any violations.

13. Demonstrate compliance with documenting, daily, weekly, bi-weekly and monthly activity reports.

14. Ability to perform under demanding and stressful conditions; strong work ethic and organization skills with special attention to detail.

15. Ability to meet the physical requirements to safely lift, pull, push, carry, bend, crouch, stoop, and agility required in the performance of duties.

NOTICE:

SELECTED CANDIDATE (S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No tribal housing is available. Position is located at the CHR Office Building, Fort Yates, ND

APPLICATION:

Submit a Tribal Application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, North Dakota 58538.

COMPLETE APPLICATIONS WITH ALL APPROPRIATE ATTACHMENTS/DOCUMENTS MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE OR WILL NOT BE CONSIDERED.