



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

HEALTH AND HUMAN SERVICES DIRECTOR

Position Description

Opens: February 8, 2019 Closes: March 6, 2019	
Departments:	Health Human Services
Job Code:	EX-19
Pay Range:	Min: \$79,291.68 (\$38.121) Mid: \$105,722.24 (\$50.828) Max: \$132,152.80 (\$63.535)
Hours/week:	40
Type of Position:	Full-Time
Reports to (title):	Executive Director
Job Location:	Bois Forte Health Services Nett Lake, MN
Supervises:	Health & Human Services Management Staff
Classification:	Executive
Effective Date:	01/01/2017
Revised Date:	01/03/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Health and Human Services Director directs and supervises the Health and Human Services programs and management functions of all Health and Human Services supervisors and their programs; and is directly supervised by the Executive Director.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Supervises the operation of all Health and Human Services and all other contracts entered into by the Reservation Tribal Council of a health nature or health related.
2. Develops staff career plans designed to improve the job-related effectiveness of each departmental employee.
3. Trains, supervises and evaluates program staff and their work; reviews and makes recommendations on personnel actions such as employment retention, promotion and termination and develops work performance improvement plans as necessary.
4. Ensures that people in supervisory positions conduct at least monthly reviews of pertinent goals and objectives. Reports of such reviews will be submitted on a monthly basis to ensure they meet the requirements of the Indian Health Services.

Position Description

5. Ensures that the following positions are filled with staff who meet the educational and experiential requirements as identified in the respective position descriptions and that every effort is made to employ Native Americans in these positions:
 - Administrative Assistant
 - Physician
 - Physician Assistant
 - Receptionist
 - Dental Team
 - Lead Community Health Nurse
 - Behavioral Health Coordinator
 - Clinic Nurse
 - Community Health Representatives
 - Purchased Referred Care Clerk
 - Food Distribution/Elderly Nutrition Program Administrator
 - Medical Records Secretary
 - Behavioral Health Auxiliary Personnel
 - Indian Child Welfare Personnel
 - Third-Party Billing Clerk
 - Chemical Dependency Personnel
 - Custodian
6. Ensures that all staff participates in the overall planning and implementation of Health and Human Services programs related to the future of the programs.
7. Communicates programmatic modifications and reviews the changes with the staff involved.
8. Utilizes community resources to maximize the services available to Tribal members.
9. Ensures that appropriate staff are involved in the monthly evaluation of service delivered according to the following minimum guidelines:
 - Quality of services provided
 - Effectiveness of the services provided
 - Progress toward the goals and objectives identified within this proposal and as modified throughout the course of the program year
 - Federal, State and local standards governing respective services are being provided
10. Researches, approves and arranges staff training in areas of professional deficiency, new knowledge and licensing requirements.
11. Develops definition and guidelines for the provisions of preventative medical services.
12. Arranges for utilization of community medical services in those areas where the service is not provided by the Tribe.
13. Acts as representative to the Community Health Services and Comprehensive Health Services Programs in meetings and conferences with officials at Federal, State and local agencies and with representatives of the private sector.
14. Carries out the program under established and general direction from the Tribal governing board.
15. Researches, plans and develops grant applications to seek additional funding for Health and Human services.
16. Meets with the Tribal Council and Executive Director regularly.
17. Reviews monthly reports for accuracy and appropriateness, and provides monthly written and verbal reports on progress on all Health and Human Services-related programs.
18. Develops a plan and implement financial Reserve.
19. Performs other duties as assigned.

Position Description

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Four years of experience in the administration and management of a community-based health care delivery system.
 - Four years professional training in health sciences, health administration, public administration, hospital administration, or public health administration.
- Education:
- Bachelor's Degree in Health Sciences, Health Administration, Public Health Administration, Hospital Administration, or Public Administration
- License/Certification:
- None
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Program administration and management experience which shows responsibility for planning, organizing, evaluation and exercising the leadership qualities necessary to direct a complex health care delivery system or program.
 - Ability to apply statutes, interpret Tribal, Congressional and State trends and recommend formulating policy as these relate to the Health Care Delivery Services.
 - Demonstrated knowledge of practices and procedures regarding budgeting, contracts, grants, third-party payers and management systems.
 - Demonstrated ability to achieve cooperation of officials at the policy and decision making level of other agencies, organizations, communities and various units of government.
 - Supervisory skills including, but not limited to staff evaluations, problem-solving, maintaining effective working relationships, and facilitating staff productivity.
 - Knowledge of current literature, trends, funding opportunities and developments in a system of care and family services organizations.
 - Ability to respond to court directives with the provision of prevention, education, and intervention programs and services in the areas of juvenile justice, family violence, adjudication, community services programs, and the broad range of community needs.
 - Ability to express ideas effectively, both verbally and in writing.
 - Understanding and appreciation for organizing health care services to meet the needs of the community.
 - Knowledge of epidemiology and techniques for identification of health deficiencies.
 - Knowledge of health education principles and practices.
 - Knowledge of organizing services to meet the physical, mental health needs of various groups, such as infants, pre-school, school age, teens and adults.
 - Knowledge of means for securing funds, fiscal management procedures and organization of administration of record keeping.
 - Understanding of human relationships, ability to develop cooperative relationships with outside agencies, reservation families and program staff.
 - Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames

Position Description

and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.

- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- M.D., M.P.A., or M.P.H. or related professional degree in Health or Health Care Administration

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection

Position Description

and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.