

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
\*\*EXTENSION\*\***

**POSITION:** Grants Manager

**SALARY:** DOE

**DEPARTMENT:** Northern Cheyenne Tribal Health Programs

**ACCOUNTABLE TO:** Tribal Health Administrator

**STATUS:** EXEMPT

**OPENING DATE:** February 21, 2024

**CLOSING DATE:** April 24, 2024 at 4PM

**\*\*EXTENSION\*\***

**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:** This position is responsible for identifying and developing funding sources to support existing and planned program activities as well as coordinating the development writing and submission of grant's proposals to third party public and private sources. This position is also responsible for providing of grant/contract related technical support services within the Tribal Board of Health including review and evaluation of grant/contract issues and concerns within the Tribal Board of Health program operations. Oversees both the pre-award and post-award of grants that are awarded.

Assist the Tribal Health Administrator to ensure Tribal management, program directors and employees are complying with applicable Tribal management system.

The incumbent will monitor Tribal Board of Health program directors to ensure that programs are meeting the requirements of primarily Federal and State grant/contract funding awards for deliverables, reports and other requirements.

**JOB CHARACTERISTICS:**

**Nature of work:** This position involves monitoring and reporting results of Grant compliance activities pertaining to the Tribal Board of Health organization to Tribal Health Administrator.

As an internal Tribal government resource, the incumbent may communicate with the Tribal Board of Health Commission, Tribal Federal, State grant/contract funding awards.

**Personal Contacts:** Daily contact with Tribal Health Administrator, Budget Director and all Program Directors and employees, and Federal, State or other representatives.

**Supervision Received:** General supervision by the Tribal Health Administrator.

**Essential Functions:** This position requires strong oral and written communications skills. Grant management job activities may include the following: grant compliance and administrative oversight, administrative analysis and technical report writing; computer and software application related to fiscal and administrative support work; account and statistical recordkeeping; office management and assistance in implementation of Tribal management systems; and maintains a filing and information retrieval system; institutes and maintains an effective communication program for the Tribal Board of Health organization by identifying potential areas of vulnerability and risk. Develops and implements corrective action plans for resolution of problematic issues and provides general guidance on how to prevent or deal with similar situations in the future.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE**

- Involvement in fiscal operations with Tribal Board of Health programs involving Program Directors and Budget Director to ensure proper financial management of programs with established grant/contract regulations.
- Coordinates and assists in the development of program budgets and required reporting with departmental personnel that direct various grant/contract programs as required by applicable grant/contract regulations.
- Prepares a variety of periodic and special reports involving corrective actions to ensure compliance with Federal, State and Tribal regulations.
- Develops and maintains central administrative files on all Tribal Board of Health program grants and contracts which contain:
  - Grant source documents
    - Compliance supplements
    - Grant document
    - Award
    - Budget
    - Financial reports
    - Progress reports
    - Performance Worksheet
    - Corrective Action Plans
  - Monitoring and tracking compliance schedules
  - Grant Manager will report issued to administration
  - Other appropriate correspondence and dialogue
- Provides supervision of designated employees in accordance with the Tribal Board of Health's organizational chart.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of Tribal management systems and must be familiar with Federal and State regulations governing implementation of various grants and technical writing, policy interpretation. Use of technology applications for information management and networking with various Tribal, State and Federal agencies. The incumbent must have knowledge on all current OMB Super Circular regulations.

**Skills:** Public speaking, technical writing, advanced computer skills, record keeping techniques, policy analysis, and administrative experience are required.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; organize, assign, review, and coordinate the work of others; analyze, assemble and compile detailed information; supervise; adhere to confidentiality; handle stressful situations.

### **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 and responsibilities listed in position description.
- Establishes and maintains effective working relationships as required by the work performed.
- Excellent research, writing, organizational, public speaking, and presentation skills.
- Ability to perform effectively in a fast-paced environment, with a high level of creativity and self-direction.
- Works independently.
- Must be able to multitask.
- Demonstrates ability to work under stressful situations.
- Prepares and submits accurate and relevant reports.
- Deals tactfully and courteously with employees and public.
- Advises program directors and employees on all relevant grant/contract regulations and requirements.
- Keeps current all applicable Tribal, State and Federal laws and regulations relevant to grant/contract management.
- Practices good public relations in support of the Tribal Health Administrator's functions.
- Technically savvy with a sufficient knowledge of current and futuristic trends to ensure the organization keeps pace with cutting edge technology and strategies relative to the program.
- Must agree to and sign waiver for pre-employment drug testing.
- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree and/or a combination of experience and education with a concentration in accounting or finance and previous experience in grants financial management, finance, accounting, and/or auditing **required.**
- Experience in Health Administration **preferred.**
- Computer skills, organizational skills, and communication skills **required.**
- Must submit and pass a federal background check **required.**