

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
JOB ADVERTISEMENT**

**POSITION:** Northern Cheyenne Cultural Specialist

**SALARY:** \$17.68 per hour

**DEPARTMENT:** Northern Cheyenne Tribal Board of Health - N.C. Recovery Center

**ACCOUNTABLE TO:** Director of Recovery

**CLASSIFICATION:** Regular, Non-Exempt, Full-Time

**OPENING DATE:** August 10, 2023

**CLOSING DATE:** Open Until Filled

**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

**\*\*Driver's License and Driving record required 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)**

**SUMMARY OF WORK:** This position will serve as the Northern Cheyenne Cultural specialist in providing cultural support to treatment services and to the Northern Cheyenne community. This position will also be required to present Northern Cheyenne Culture to outpatient groups and educate individuals wanting more knowledge on Northern Cheyenne culture. This person will be a resource to community agencies and schools requesting cultural considerations.

**Job Characteristics:**

**Nature of work:** This position performs duties of public speaking. Position requires ability to adhere to standards of confidentiality. This position will assist the Northern Cheyenne Recovery center with all aspects of Cultural and be able to build sweat, locate cedar, have knowledge of historical significance to the Northern Cheyenne people and perform or have access to resources in traditional ceremonies as needed by the program.

**Personal contacts:** This position is in contact with the public, both in person and over the telephone and is in daily contact with Northern Cheyenne Recovery Center Staff. Position requires daily contact with the Northern Cheyenne Recovery Staff.

**Supervision received:** General supervision under the Director of Recovery.

**Supervision exercised:** N/A

**Essential functions:** Position requires maintain professionalism on Cultural sensitivity. Be able to communicate effectively with co-workers, patients, and groups. This position must observe all confidentiality, and privacy regulation pertaining to treatment services. This position must keep the Director of Recovery informed of all activities, concerns, problems and issues. This position shall keep all Northern Cheyenne Recovery Center information confidential.

### **AREAS OF ACCOUNTABILITY:**

This person is accountable to the staff of the Northern Cheyenne Recovery Center and to the consumers that utilize the center for services. Will be a resource for Substance Abuse Counselors and Peer Advisors wishing to enhance their patient's and/or groups treatment plans through verbal education about Northern Cheyenne History and values.

- Be able to build and conduct NCRC Sweat lodge.
- Consultant to Northern Cheyenne Recovery Program.
- Works closely with the Director of Recovery.
- Must perform other related duties as assigned and required.
- Must be able to run a computer with proficiency
- Must be able to do peer support
- Must be able to generate reports on services provided.
- Abide by HIPAA & 42 CFR Part 2 regulations.
- Will follow and adhere to Chain of Command.
- Work closely with outpatient groups and educate individuals wanting more knowledge on Northern Cheyenne culture.
- Knowledge of Northern Cheyenne values and history.
- Communicate verbally and have good writing skills
- Must be proficient in the use of a computer, fax machine, copier, and other applicable technology.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of tribal management policies, federal/state regulations geared toward Indian Health, administrative support functions, organizational structure of the Northern Cheyenne Tribal Board of Health and history of Northern Cheyenne people.

**Skills:** This position must have great verbal/written communication skills. It is preferred or have some knowledge that the incumbent speak/understand Northern Cheyenne language.

**Abilities:** This position must be able to teach Northern Cheyenne foundations, culture, values and morals. Must be able to follow verbal instructions, remain calm when handling situations, be patient and courteous, use tact with difficult people, legally operate a vehicle, establish effective working relationships with fellow employees, must adhere to strict standards of confidentiality, and must have an understanding of the Northern Cheyenne Recovery Center, Northern Cheyenne Tribal Board of Health and Northern Cheyenne Tribal Government.

### **EDUCATION AND EXPERIENCE:**

High School diploma or GED is required.

Valid State of MT driver license and driving record **required**. **Must** be insurable for the NCT.

**Must** submit to and pass a federal background check.

Must be at least 2 years sober and maintain sobriety.

Must obtain or work towards Peer Support Certification with the State of Montana within 3 months of hire