

**NORTHERN CHEYENNE TRIBE**  
**BOARD OF HEALTH**  
**TRIBAL HEALTH IMPROVEMENT PROGRAM**

**POSITION:** THIP DEPUTY DIRECTOR

**DEPARTMENT:** NC TRIBAL IMPROVEMENT PROGRAM

**ACCOUNTABLE TO:** DIRECTOR OF T-HIP

**CLASSIFICATION:** PERMANENT FULL-TIME      **SALARY:** DOE

**OPENING DATE:** April 11, 2024

**CLOSING DATE:** April 24, 2024 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

**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 assisting the THIP Director with the stewardship, budget management, and implementation of the State Funded Task Order for the Tribal Health Improvement Program. The duties of this role are centralized on utilizing strong administrative skills to develop, organize, and implement a system of support that achieves goals in addressing the Tribe's health care needs. This role will heavily collaborate with the THIP Director to prioritize community needs, adhere to procurement policies, and ensure all funding endeavors are within the allowable federal guidelines of CMS and the Montana DPHHS Health Resources Division.

**JOB CHARACTERISTICS:**

**Nature of Work:** Will assist the THIP Director with all functions within the THIP program. Must have the ability to make decisions independently and work with. Ensure strict adherence to patient data and personnel files.

**Personal Contacts:** The incumbent interacts daily and frequently with Tribal Health Administration, Tribal Finance Personnel, and the public. Indian Health Service representatives and other Federal and State officials. Additional contacts include all NCTBH programs, other Tribal programs, community.

**Supervision Received:** The incumbent is under the direct supervision of the THIP Director.

**Supervision Exercised:** Daily supervision over all THIP personnel.

**Essential Functions:** To ensure that all developed, organized, and implemented systems of support are properly carried out to address the Tribe's health care needs.

**AREAS OF JOB REQUIREMENTS AND ACCOUNTABILITY:**

1. Astute awareness of federal guidelines of allowability associated with the Center for Medicaid and Medicare Services, OMB Regulations and Montana DPHHS.
2. Will work closely with the THIP Director to process all functions within the THIP program.
3. Creation of purchase orders through formal procurement process, including requisitions and invoice submissions
4. Email/phone correspondence pertaining to NCTBH and THIP
5. Management of personnel within the THIP approved budgets, including oversight of timesheets, leave slips.
6. Carries out administrative duties such as filing, typing, copying, phone calls, scanning, etc.
7. Exhibits polite and professional communication via phone, email, and in-person
8. Supports program by performing tasks related to THIP and strong communication skills.
9. Maintain and Schedule all appointments for Care Coordination Team
10. Coordinating client and provider schedules, file management, data entry, delivery of incoming and outgoing mail and other clerical duties.
11. Maintain payroll and timesheet information for Tribal Health's Timekeeper
12. Coordinate transportation Schedules for THIP Drivers
13. Provides support to THIP Directors efforts to ensure effective working relationships are maintained with program personnel, contractors, supervisor, and all Tribal Health staff.
14. Demonstrates excellent public relations and communication skills.

**EDUCATION AND EXPERIENCE:**

- 5 years of work experience, preferably in an administrative capacity
- Knowledge of appropriate software including DAPHNE, Microsoft Word, Excel, Outlook, and Google platforms (e.g. Sheets, Docs, Google Drive) is required.
- Valid driver's license and current driving record **required.**
- Must submit to and pass a federal background check.
- Associates degree preferred but not required.
- THIP Task Order Knowledge is preferred but not required.
- Knowledge of Tribal Personnel Policies, Procurement Policy and the Tribes Financial Management Manual.