

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
POSITION DESCRIPTION**

**POSTION:** Director of Health Promotion Programs      **SALARY:** \$23.00-\$26.00 per hour

**DEPARTMENT:** Northern Cheyenne Tribal Board of Health

**ACCOUNTABLE TO:** Tribal Health Administrator

**OPENING DATE:** October 20, 2021

**CLOSING DATE:** November 3, 2021 @ 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 certified college transcripts 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 of fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** The position is responsible for the management and supervision of the Health Promotion Programs and their respective contracts and grants that are administered by the Northern Cheyenne Tribal Board of Health. The position promotes, maintains, and improves individual and community health by assisting individuals and communities to adopt healthy behaviors. The position will collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles. This position is a high level professional administrative position.

**JOB CHARACTERISTICS:**

**Nature of Work:** This Position performs administrative, supervisory and management functions for all Health Promotion Programs. The incumbent must understand the health promotion and disease prevention model of communicable disease, control and adherence to standards of performance and care. This position requires working closely with all health promotions programs and components to stay in compliance with federal, state, and tribal regulations, standards, and policies. Furthermore, this position will work closely with the Grants & Compliance Director and the Tribal Health Administrator in the planning, development and implementation of systems including funding opportunities, program policies and processes.

**Personal Contacts:** The incumbent requires daily contact with Board of Health program directors, supervisors, the Tribal Health Administrator, and the public.

**Supervision received:** The incumbent will receive general supervision by the Tribal Health Administrator.

**Supervision Exercised:** The incumbent shall have daily supervision of health promotion program directors and supervisors' various preventative programs. The incumbent shall schedule regular staff meetings with supervisors both individually and as a group.

**Essential Functions:** The incumbent requires excellent oral and written communication and must keep all tribal health information confidential. The incumbent will work closely with the Tribal Health Administrator and other Tribal Board of Health program directors with health promotion and disease prevention concerns, personnel issues and other public health related issues and concerns.

**AREAS OF JOB ACCOUNTABILITY & PERFORMANCE:**

The Director of Health Promotion Programs is responsibilities for the following duties:

- Plan daily administrative functions attend scheduled planning sessions, meetings, appointments, trainings, travel, and report on information gathered at sessions.
- Interpret and implement tribal policies, Personnel, Financial, Procurement and Property.
- Review a program work performance to better formulate if the program is addressing and meeting their objectives in their scope of work.
- Reviews and approves all leave requests, timesheet submittals, training plans, travel requests and trip reports submitted.
- Submit appropriate reports to tribal, federal, and state agencies as required.
- Reviews information submitted and disseminated to the public and community for its appropriateness.
- Design and conduct evaluations to assess the quality and performance of health education and promotion programs.
- Develop and present health education and promotion programs such as training workshops, and school or community presentations, with health education materials, including reports, bulletins, and visual aids such as films, videotapes, photographs, and posters.
- Develop operational plans and policies necessary to achieve health education objectives and services. Provide program information to the public by preparing and presenting press releases, conducting media campaigns.
- Provide guidance to agencies and organizations in the assessment of health education needs, and in the development and delivery of health education programs.
- Develop, prepare, and coordinate grant applications and grant-related activities to obtain funding for health education programs and related work.
- Document activities, recording information such as the numbers of applications completed, presentations conducted, and persons assisted. Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of health education programs.
- Demonstrate integrity and tactfulness in dealing with sensitive issues and may be required to keep a flexible work schedule to attend meetings, trainings, and workshops.
- Provisions of education services to the community, schools, and Tribe:
  - ✓ Assists in planning and implementing program activities
  - ✓ Promotes community involvement and ownership
  - ✓ Implement program objectives
  - ✓ Promotes community partnership with local organizations, programs, and agencies
  - ✓ Develop and design programs for special issues, groups, and problems
- Provides direct health education services:
  - ✓ Coordinates and assists with training for staff, health programs, and community
  - ✓ Collaborates with other health programs and community organizations in providing activities and education for teen pregnancy prevention
  - ✓ Performs other related duties as assigned

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a good working knowledge of administrative, management and supervisory practices. The incumbent must have knowledge of health promotion and disease prevention issues, basic Public

Health, Epidemiology, Community Health practice to better understand and address the community and the health care needs, the Indian Health Service Health Care Delivery System, and program budgeting process. The incumbent must have knowledge on prevention, public relations, collaboration, and networking to effectively deliver health services to the community. The incumbent must have knowledge on community resources and mechanisms to reach the public and target groups utilizing the principles, theories, and practices of health education.

**Skills:** This position requires skills in using a computer and other office equipment; organize material, facilitate groups, network, coordinate activities and meetings; public speaking and public relation skills.

**Abilities:** This position requires the ability to survey, identify and document a community's health needs; implement a plan of action; supervise, coordinate, and provide leadership. The incumbent shall adhere to standards of confidentiality and be able to communicate effectively orally and in writing. The incumbent shall establish and maintain effective working relationships with staff, supervisors, programs, organizations, and other agencies. The incumbent shall follow a health curriculum, present and lead projects, coordinate and conduct trainings and prepare articles for employees, supervisors, and the community.

**EDUCATION AND EXPERIENCE:**

Bachelor's required, a master's preferred, from an accredited college or university with major course work in public health, health administration or a related field with a minimum of five years supervisory experience.