

## **Northern Cheyenne Tribe Position Advertisement**

**POSITION:** CHR Director

**Salary: \$23.96**

**DEPARTMENT:** Community Health Representatives

**ACCOUNTABLE TO:** Tribal Health Administrator

**OPEN: 3/19/2021**

**CLOSES: 4/5/2021@ 4:00pm**

**How To Apply:** Submit a completed application, **RESUME'**, (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification (if claiming Indian preference, DD214 (if claiming Veteran's preference), copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:** Plans, develops, directs, evaluates, and administers the Community Health Representative (CHR) program on the Northern Cheyenne Reservation.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs administrative and supervisory duties. Position requires leadership, planning, and advocacy of the program. Position requires traveling to field work meetings, conferences, and workshops. Deals with sensitive information and maintains confidentiality. May be required to work outside of normal working hours to complete projects.

**Personal Contacts:** Constant contact with the public in the office or out in the field. Daily contact with employees. Coordinated duties with department employees, and other tribal program and agencies.

**Supervision Received:** Receives instruction from the Tribal Health Director/Board Health and Director of Clinical Operations. Follows written policies and procedures.

**Supervision Exercised:** General to frequent supervision of five to ten employees in this department.

**Essential Functions:** Position requires the ability to communicate, exercise good judgement, make decisions, calculate, coordinate projects, and supervise employees. Hazards encountered may include intoxicated or angry clients and vicious dogs. Position requires ability to lift handicapped clients for transporting or bathing. Must be able to lift 75 lbs or more.

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

1. Plans and coordinates a comprehensive system with the Indian Health Service, state, and federal planning agencies. Activities will be in the areas of, but not limited to, defining present needs and coordination of feasibility studies to include all aspects of said CHR system.
2. Develops program evaluations such as monthly reports, quarterly and annual reports to the Board of Health, and the Indian Health Service, Billings Area Office.
3. Supervises, organizes, and directs all program related workers in carrying out Reservation wide CHR service. Coordinates all phases of training for program employees. Provides orientation to new employees (personnel policies, record keeping and PCC system)
4. Attends meetings, conferences and public forums related to CHR as a Representative of the Northern Cheyenne CHR program.
5. Works closely with designated health representative in planning the program and evaluating the program and services.
6. Provides assistance to CHR's in Data Entry/RPMS/PCC.
7. Assesses health conditions in the communities and promotes health disease prevention projects.
8. Oversees daily PCC forms and monthly narratives.
9. Provides budgets and modifications as necessary. Provides overall financial management.
10. Performs other related duties as required.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a thorough knowledge of management, administration, human resource management, public relations, and low-income family problems and issues. Working knowledge of tribal policies and procedures, federal and state regulations is required. Knowledge of community health issues is required. Continuing education units on health-related classes. Workshops or Conferences.

**Skills:** This position requires skills in using computers and general office equipment.

**Abilities:** This position requires the ability to: supervise, administrate, initiate programs; have compassion and patience; travel as needed; project a positive image of the Community Health Representative Program; be professional; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, the public and other health professionals.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a Combination of education and experience equivalent to:

1. High School Diploma
2. Minimum of two years related experience in a supervisory capacity.
3. Must be certified in Cardiac Pulmonary Resuscitation, First Aid and Certified Nursing Assistant.
4. Knowledge of computers: Word processing, Excel and Excess.
5. Must be able to enter PCC data into the RPMS
6. Must possess a Valid Montana Driver's License and be insurable.
7. Provide a copy of driving record.
8. Must submit to a drug test.
9. Indian preference, with first preference given to qualified and enrolled members of the Northern Cheyenne Tribe.

**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 not limited to, the following:

1. Performs assigned duties.
2. Effectively plans, directs promotes and administers the Community Health Representative Program.
3. Effectively supervises employees
4. Demonstrates knowledge of contracts, federal and state regulations.
5. Ensures program meets all requirements.
6. Effectively promotes good public relations.
7. Maintains open communications with the community.
8. Maintains accurate and timely PCC data.
9. Deals tactfully and courteously with the public.
10. Adheres to standards of confidentiality.
11. Demonstrates punctuality.

Establishes and maintains effective working relationships with IHS officials, Tribal and Tribal Health regarding problems and conditions of the CHR program.

**By signing below, you agree with the job description mentioned above and you are responsible for all duties that are required for this position.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date