

FORT BELKNAP INDIAN COMMUNITY

TITLE: Program Manager

STATUS: Permanent/Full-Time

PROGRAM: Tobacco Use Prevention

WAGE: Budgeted Amount

DEPARTMENT: Tribal Health

LOCATION: Ft. Belknap Agency

SUPERVISION RECEIVED:

Program Manager will work under the direct supervision of the Tribal Health Director.

SUPERVISION EXERCISED:

None

GENERAL DISCRIPTION OF DUTIES:

Program Manager develops, establishes and implements a Tobacco Use Prevention Program for the Fort Belknap Indian Community in conjunction with the Montana Tobacco Use Prevention Program.

DUTIES AND RESPONSIBILTIES:

- Develop an effective action plan according to State of Montana Guidelines.
- Attend required trainings and meetings.
- Develop and coordinate well-planned tobacco use prevention needs and cessation programs plans that focus on the specific issues identified by community advisory groups, including youth and elder involvement.
- Identify and assess the existing tobacco prevention “training of trainees” for adults and youths in conjunction with Department of Public Health and Human Services Health Policy and Services Division technical assistance and trainings resources.
- Develop culturally specific tobacco prevention “training of trainees” for adults and youths in conjunction with Department of Public Health and Human Services Health Policy and Services Divisions technical assistance and training resources.
- In cooperation with the State of Montana Tobacco Use Prevention Program provide education on the effects of tobacco use to all health care providers who serve the Fort Belknap Indian Community.
- In cooperation with the State of Montana Governor’s Native American Work Group, develop an ongoing comprehensive multimedia campaign for the Native American population.

- Provide education on the effects of tobacco use to all health care providers who serve the Fort Belknap Indian Community.
- Provides technical assistance to help identify and assist individuals who want to quit tobacco use.
- Will develop and provide a comprehensive, integrated, culturally sensitive coordinated tobacco education program for schools that serve the Fort Belknap Indian Community.
- Provide Monthly Program Report.
- Report Monthly on State Catalyst system.
- Submits monthly invoices.
- Maintain cuff account, attends all health committee meeting and manager meeting.
- Attends monthly Manager's Meeting and Health Committee Meeting
- Utilizes Workflow to process Requisitions, Check Orders, Travel, and Time Sheets.
- The individual will supply educational programs on adverse commercial tobacco use impacts on the Fort Belknap Indian Community School Districts.
- Collaborates with other tribal, state or other entities on tobacco education and activities, events, etc.
- Works with local youth groups, schools, etc. for education and cultural activities.
- Provide awareness about the importance of traditional tobacco use within our culture while educating on the negative health issues of commercial tobacco and nicotine delivery systems.
- The individual will supply the educational programs on adverse commercial tobacco use impacts to the Fort Belknap Indian Community School Districts.
- Performs other duties that can be reasonably expected to promote the efficiency of the Program and the Fort Belknap Indian Community.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess the knowledge, skills, and ability to work effectively with various computer software programs.
- Maintain strict confidentiality.
- Must possess the ability to effectively communicate both orally and in writing.
- Will be required to learn a wide variety of commercial tobacco use and its health-related concepts and issues.
- Must have knowledge of program management such as budgets, program planning, activity planning, and invoicing.
- Will provide prevention and cessation among the Fort Belknap Indian Community and local schools.
- Must be culturally sensitive to the customary uses of tobacco in traditional ceremonies.
- Possess the ability to establish and maintain a working relationship with co-workers, other programs, departments, agencies, and general public.

EDUCATION AND EXPERIENCE:

- Possess a minimum of a Bachelor's degree in health, or related field
- Possess two (2) years experience in health related field with computer skills.
- A combination of education and experience may be allowed, whereby up to four (4) years additional work experience in the identified fields may be substituted for up to two (2) years of the education requirement.

SPECIAL CONDITIONS:

- Must possess a valid State of Montana driver's license and be eligible at reasonable and ordinary cost for inclusion with the Master Tribal Insurance Policy.
- May be required to work after normal business hours.
- Travel to trainings, meetings and conferences may be required.
- Will be subject to and comply with the Fort Belknap Community Council Substance Abuse Prevention Drug/Alcohol Free and Drug/Alcohol Testing Policy.
- Will be subject to do a pre-employment background investigation to include work and criminal history.
- Must be tobacco free.
- Indian/Veteran Policy applies.

***Immigrant Reform and Control Act requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.**