

FORT BELKNAP INDIAN COMMUNITY

TITLE: TRIBAL HEALTH DIRECTOR	STATUS: Permanent/Full-Time
PROGRAM: Administration/Tribal Health	SALARY: Negotiable – Not to Exceed Approved Budget Award
DEPARTMENT: Tribal Health	LOCATION: Fort Belknap Agency, MT

SUPERVISION RECEIVED:

The Director works under the general supervision of the Chief Administrative Officer and receives direction from the Chief of Staff and Fort Belknap Indian Community Council.

SUPERVISION EXERCISED:

The Tribal Health Director is a professional level position, which oversees and manages the Fort Belknap Tribal Health Department (THD). The Tribal Health Director (Director) is responsible for the supervision of all THD Program Directors/Managers. The current Tribal Health Department (THD) structure includes the following grants/programs: Tribal Health Administration, Aaniiih Nakoda Integrated Behavioral Health (ANIBH)/Chemical Dependency Center (CDC), Community Health Representatives (CHR)/Personal Care Attendants (PCA), Community Based Prevention Block Grant, Medical Business Office (formerly Centralized Billing), Medicaid Transportation, Boys and Girls Club, Diabetes Care Clinic, Diabetes Emergency Prep, Diabetes Prevention (SDPI), Family Planning/ Domestic Violence, Empowering Inner Strength Victims Assistance Program (EIS/VAP), Elders Medical Transportation, Native Connections, Nutrition, Partnership for Success, Public Health Nursing (PHN), Public Health Emergency Prep, Safe On All Roads (SOAR), Environmental Health/Sanitation, Security, Tobacco Prevention, Tribal Health Improvement Plan (T-HIP), Women, Infants & Children (WIC), and Zero Suicide Prevention.

GENERAL DESCRIPTION OF DUTIES:

1. The Director works with the THD Programs, Tribal Government, State of Montana, Indian Health Service, and other health care institutions to administer, manage, supervise, plan, design, develop, and direct all THD programs on behalf of the Fort Belknap Indian Community (FBIC).
2. The Director is responsible for the performance and supervision of work in support of all program budgets, negotiations, reports, and modifications.
3. Develops and provides oversight of budgets, internal financial controls, and management responsibility for 25 or more health related programs. Administers and/or assists THD Program Directors/Managers in administering all Fort Belknap THD contracts/grants.
4. Networks with Federal, State, and outside entities for additional funding opportunities.
5. Plans and designs the THD organization for Tier #1, Tier #2, and Tier #3 expanded services for Tribal Health Improvement Plan (T-HIP).
6. Coordinates with IHS for additional services, such as colorectal, mammograms, pap, HPV, and childhood lead screening for FBIC clients.

7. Adheres to all timelines set by the funding agencies, THD, and FBIC.
8. Plans and establishes: (1) Short-term and (2) Long-term goals and outcomes for increased revenue and patient care.
9. Plans and holds Strategic Planning Sessions every 2-4 years to increase/expand services and level of care; sessions are scheduled to coincide with seating of the upcoming new FBIC Council every 2-4 years.

DUTIES AND RESPONSIBILITIES:

1. The Director has full line responsibility for the administrative management of a health care delivery system.
2. The Director ensures compliance with any/all applicable laws/regulations and third-party billing and collection policies.
3. Actively monitors and participates in the review and negotiation of third-party billing contracts.
4. The Director has the fundamental responsibility to effectively use all available resources to provide the best possible patient care. This requires an understanding of the critical balance between the administration of clinical functions in the health care delivery system and the ability to coordinate and control programs and resources to achieve this balance.
5. Direct the long-term scheduling and execution of multiple interdependent programs, identifying critical dependencies and resolving complex bottlenecks.
6. Develop and monitor Departmental operating policies, revise policies and procedures per directive of the FBIC governing body.
7. Supervise all THD Directors and Managers. Coordinate, monitor, manage FBIC health program activities and initiatives.
8. Review federal, state, local, and tribal regulations, policies and procedures to assure compliance with grants and contracts.
9. Evaluate program progress relating to established goals and objectives.
10. Prepare and compile monthly, quarterly, and annual written narrative reports, as well as the required grants and contract reports.
11. Attend all monthly Directors meetings and FBIC Regular Council meetings.
12. Provide a written and oral report to FBIC for the monthly Health Committee meetings and up-to-date Cuff Accounts of THD program expenditures.
13. Coordinate and network with all available resources, including Tribal, Local, County, State, and Federal health-related programs and projects for provision of effective health services to the FBIC.
14. Be able to attend and participate in all meetings, training sessions, and their health related seminars and conferences as required.
15. Responsible for the short and long range planning of the THD.
16. Enforce the Fort Belknap Indian Community Council Personnel Policies Manual and all THD policies and procedures for THD staff.
17. Conduct program analysis and review through staff and board meetings.
18. Consult with the FBIC Council and Finance Department officials to ensure that each health care program is in compliance with its stated objectives and budget activity.
19. Receive and disseminate all specific financial and narrative program reports.

20. Develops and adheres to approved THD program budget(s).
21. Establishes and maintains proper internal controls throughout the THD organization.
22. Monitors compliance with funding sources and FBIC requirements.
23. Ensures that health services are delivered in a manner consistent with funding agency requirements, applicable laws and regulations, and FBIC policies and procedures.
24. Maintains meaningful involvement of THD's consumers and advocates.
25. Represents the FBIC in health services to leaders locally, regionally, and nationally as needed/required.
26. Responds to community concerns in the delivery of health services.
27. Provides supervision and guidance to THD Program Directors/Managers. This includes program planning, implementation, management, evaluation, and training, as required.
28. Evaluates work performance of THD Program Directors/Managers. Must promptly address employee issues and take disciplinary action as needed/required.
29. Responsible for assuring data security and protection of confidential tribal community data.
30. Serves as Institutional Review Board (IRB) Coordinator and/or as a member of the IRB.

The above duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by supervisor and/or FBIC Council.

WORKING RELATIONSHIP:

- Contacts are extensive and include, but are not limited to, internal program personnel, FBIC and other Tribal officials, the general public, state and government officials, and representatives of various public and private businesses.
- The purpose of the contacts varies greatly and excellent oral and written communication skills are required to accomplish these contacts effectively.

KNOWLEDGE, SKILLS AND ABILITY:

- Must have consistent knowledge of the theories, principles, practices, and techniques of comprehensive health care delivery systems.
- Must have the knowledge, skills, and ability to advice, review, and evaluate the management of health institutions, programs, and systems.
- Must possess the knowledge, skill, and ability to operate a management information system inclusive of a personal computer, fax, modem, process server, internet, and e-mail.
- Must possess the ability to work independently without close supervision, and the ability to work as a team member and leader.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstration of poise, tact, and diplomacy.
- Must have the ability to prioritize tasks and shift priorities in a changing environment.
- Must have the ability to organize the multiple demands of the job.

EDUCATION:

- **Preferred** - A Master's degree in Health Science, Public Health, Health Administration, Business Administration, or Administration in a health related field.
- **Required** - A Bachelor's degree in Health Science, Public Health, Health Administration, Business Administration, or Administration in a health related field.

EXPERIENCE:

- Must have at least five (5) years of administrative work experience in the health care delivery system.
- Associates of Science or Associates of Arts degree can be substituted in lieu of two (2) years administrative work experience, in the health care delivery system. In addition, must possess three (3) years of administrative work experience in the health care delivery system.

SPECIAL CONDITIONS:

- Must travel to trainings, meetings, and conferences as necessary/required.
- Must possess a valid State of Montana Driver's License and be eligible at ordinary cost, for inclusion in the FBIC Master Insurance Plan.
- Must have dependable, reliable, and insured transportation.
- Must never have been convicted of a felony.
- Will be subject to and must comply with the FBCC Substance Abuse Prevention, Drug/Alcohol Free, Drug and Alcohol Testing Policy.
- Must submit to a pre-employment background check, which includes criminal and work history.
- May be required to work beyond normal business hours with the possibility of frequent travel, sometimes overnight and/or during inclement weather conditions.
- Must have current CPR and First Aid certification for adult, child and infants or have the ability to obtain such certification.
- Indian/Veteran Preference Policy applies.

IMMIGRATION REFORM AND CONTROL ACT

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.

Reviewed and Approved:

Chief Administrative Officer

Date

Human Resources Director

Date