



Spirit Lake Tribe
 P.O. Box 359
 Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Tribal Health Director/Planner	Open Date:	June 19, 2020
SLT Program:	Tribal Health	Close Date:	Until Filled

Position Objective: The Health Director/Planner will have prime responsibility for the Spirit Lake Nations' overall plan for health services on the Spirit Lake Nation. This person shall also have supervisory responsibilities for the collection, organization and dissemination of data utilized for all 638 contracts. The Tribal Health Administration Program is responsible for the management of the Indian Health Service financed programs under the Master Health Proposal. Objectives are to coordinate health programs in all areas with the goal of improving the overall health standards of the Spirit Lake Nation. Services to be provided, include but are not limited to the following:

- Major Duties & Responsibilities:**
- Develop in conjunction with health program directors, all management plans for the Tribal Health Programs, including administration, budgeting and staffing. Oversee the expenditures, and budget modifications for all health programs in accordance with contract.
 - Plan future contracting for the Tribe, in regards to health services.
 - Evaluate and coordinate all health services and programs in relationship to the Spirit Lake Tribe.
 - Establish relationships that will support the policies of the Spirit Lake Tribe and the Spirit Lake Health Board.
 - Incorporate community ideas, opinions, attitudes, and theories in the development of health planning; in conjunction with the Tribal Health Board.
 - Develop program information for the Tribal Health Program and the Health Programs.
 - Disseminate health-related information to proper channels.
 - Recruit health services and program personnel.
 - Responsible to hear employee grievances in accordance with Spirit Lake Tribe Human Resources.
 - Develop revisions and update the Tribal Specific Health Plan.
 - Responsible for grant writing to enhance the level of services provided by Tribal Health; and grant reporting of existing programs.
 - Responsible for the oversight of the Health Administration, Health Resource Specialist, Community Health Representative (CHR) program, Public Health Nursing, Office of Environmental Health, Strong Heart Study, Dakota Health & Wellness Transportation Program, Teen Pregnancy Prevention Program, Health Education, Recovery & Wellness, TOR grant, Alcohol & other Drugs, Native Connections-Suicide Prevention Program, Meth & Suicide Prevention and the Special Diabetes Program for Indians (SDPI), Youth Counseling, and various fundraising accounts .
 - Develop and organize training programs to meet community health education and awareness needs.
 - Work with Spirit Lake Health Center CEO in planning budgets, evaluating clinic services, reviewing performances, and responding to patient complaints.

- Work closely/collaboratively with the North Dakota Department of Health, the Centers for Disease Control, and other local, state and national health agencies regarding Covid-19 and other health issues.
- Develop long-range health goals and plans for the future of the Spirit Lake Tribal Health Program.
- Other duties as assigned.

Monitoring and Evaluation: The Tribal Health Director is under the supervision of the Tribal Council. Monthly narratives include progress/accomplishments made and problems in the programs that are administered. The reports are due in by the 5th of each month to the Tribal Council and due at the Area Office with the monthly vouchers.

Performance:

- The Health Director must have the ability to work independently in development of research and written reports and management of assigned functions. This person must be able to facilitate meetings as required to complete business. This person must be willing to travel as necessary and attend meetings at night and on weekends, if required. This person must be able to communicate effectively; excellent management skills, supervisory and administrative experience preferred; budget and accounting experience; excellent time management.
- Must Possess and maintain a current, active and unrestricted ND Drivers License through course of employment, insurable under SLT driving policy.

Qualifications, Experience and education required:

- Masters in Healthcare Administration preferred, but will consider a Bachelor degree in a health-related field or business administration.
- The Health Director shall have at least two years' experience in a health service delivery or its equivalent. Internships and assistantships may be counted as experience.

Job Role:	Health Director/Planner	Company Industry:	Spirit Lake Tribe Health Department
Exempt/Non-exempt	Exempt		
Employment Status:	Full- time	Supervision	Spirit Lake Tribal Council
Monthly Salary Range:	D.O.Q	Manages Others:	YES
Number of Vacancies:	ONE		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0635	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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