



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

Job Title:	CHR Manager	Open Date:	April 21, 2021
SLT Program:	Tribal Health	Close Date:	May 10, 2021

Position Objective: The CHR Director is tasked with the daily oversight of the Community Health Outreach Workers, will work closely with the Public Health Nurses (PHNs) to ensure the delivery of Tribal Health services to the Spirit Lake Oyate, and affiliated residents.

Major Duties & Responsibilities:

- Plans and coordinates comprehensive system with Indian Health Service, state and federal planning agencies as program develops
- Develops and implements the goals, objectives and priorities for the Community Health Representative (CHR) Program
- Knowledge of organization principles associated with coordinating, consulting and operations of the CHR Program
- Ensures the CHR Program meets Scope of Work (SoW) requirements
- Must adhere to the transportation policy
- Coordinates and oversees the transportation needs of clients to meet the required medical schedules and appointments
- Designs and structures programs system for provision of services
- Oversight of the Targeted Case Management Initiative
- Assists in Initial Accreditation Process and Renewal process
- Defines, groups, and assigns job duties and projects, accomplishes the activities assigned
- Supervises CHR staff, issues instructions and orders, communicates assignments and expectations in a clear, concise manner
- Ability to work independently without constant supervision
- Motivates staff so that the program's objectives are accomplished
- Monitors day-to-day activities and plans appropriately for the week
- Utilize Social Media and Technology to advance and improve CHR program
- Monitors fiscal accountability and provides overall fiscal management
- Responsible for compiling and submitting monthly reports at scheduled due date
- Provides CHR program orientation to new staff and ongoing education to all staff

- Provides presentations to outside organizations, agencies or institutions to educate about CHR program; must also be able to communicate clearly with oral and written presentation
- Develops and plans health education programs for the communities; participates in community health events
- Ability to maintain confidentiality
- Occasion out of town travel required for the purpose of maintaining education requirements and management meetings with Great Plains Area CHR Coordinator
- Reports to the Tribal Health Director
- Other duties as assigned by Tribal Health Director

Qualifications, Experience and education required:

- Bachelor's Degree preferred. Associates Degree and pertinent experience accepted
- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.
- Must have a valid North Dakota driver's license; must be able to operate a motor vehicle and proof of MVA insurance
- Participate in drug testing (pre-employment, random and post-accident)
- Ability to pass background investigation
- Must have computer skills and understand Microsoft Office Programs
- Must be able to lift 50 lbs.
- Knowledge of Spirit Lake Policies and Procedures
- Must be willing to obtain EMR (Emergency Medical Responder) within one (1) year of employment
- Must be CPR/First Aid certified or obtain certification with six (6) months of hire
- It is recommended but not required that applicant has a minimum of two (2) years of supervisory experience

Job Role:	CHR Manager	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Supervision	Tribal Health Director
Monthly Salary Range:	\$17-\$25 DOQ	Manages Others:	Yes
Number of Vacancies:	One (1)	Classification: Exempt/Non-exempt	

Please Send Application to:

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