

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Health & Social Services Director
Department: Health & Social Services
Reports To: Ronda Metcalf, General Manager
Status: Exempt
Approved By: Tribal Council Resolution #: 05/13A/13
Approved Date: May 31, 2013

Open Until Filled

PURPOSE: The Sauk-Suiattle Indian Tribe Developed this Department to safeguard the Traditional healing practices of the community members and incorporate them into the standards of Holistic Care.

SUMMARY: The Director will manage the day to day operations of the Health & Social Services Department. Ensures compliance with Indian Health Service (IHS) and Bureau of Indian Affairs (BIA) Scope(s) of work as may be identified under contract for the provision of direct medical, contract health services, behavioral health services and social services except for Indian Child Welfare Program. Administrates service compliance standards of care and best practices set forth by the Sauk-Suiattle Indian Tribe, IHS, BIA, State of Washington and accreditation, licensing agency. Works with the Sauk-Suiattle Tribal Council for policy approval and the Sauk-Suiattle Health Board for policy development and administration.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Administrative Supervision of department staff and contract employees in the following clinics/programs: Clinic, Social Services Mental Health, Chemical Dependency, and any other related program as assigned by SSIT Tribal Council.
- Plan, organize, implement and evaluate goal oriented performance based programs and services.
- Oversees the activities of health services programs and ensure their compliance with Tribal, Federal, State and Local regulations and requirements.
- Administrates Health and Social Services Grants and Contracts compliance management which includes records management, submittal of timely reports, program services, budgets and staffing.
 - Ensures program grants/contracts are written and submitted to Tribal Council.
- Develop and administer department's annual budget in conformity with tribal vision and regulated standards set forth in the grant and contract.

- Attend appropriate conferences, workshops, and meetings to represent the Sauk-Suiattle Indian Tribe, as delegated by Tribal Council, and report back to the General Manger, Tribal Council and Health Board.
 - Disseminate information from meetings and trainings that impact the delivery of client services to the appropriate program within Health and Social Services staff.
- Conduct staff meetings and coordinate in-service trainings as required.
- Oversees security of the credit cards, cell phones, building, office, and equipment.
- Maintains confidentiality of records and information.
- Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Responsible for the management and supervision, including hiring/termination, orientation, performance review, compensation recommendations, and disciplinary actions of the following programs/departments: Clinic, Social Services, Mental Health, Chemical Dependency and any other program/department as assigned by SSIT Tribal Council.
- Enforces adherence to administrative and personnel policies and procedures.
- Oversees grant/contract compliance and expenditures.
- Maintains comprehensive knowledge of all departmental functions.
- Coordinates departmental functions as appropriate.
- Leads and facilitates regularly scheduled staff meetings
- Responsible for all staff assigned to the Health & Social Services department.
- Participates in budget and program planning

QUALIFICATIONS/SKILLS/KNOWLEDGE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the management knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated knowledge of management policies including optimum use of human and material resources with successful experience in giving direction to a multi-faceted department dealing with community based health and social services.
- Demonstrated ability to plan, direct, and evaluate a performance-based complex work program.
- Demonstrated knowledge of the professional and technical aspects of the programs and services administered.

- Demonstrated successful supervisory skills including, but not limited to staff evaluations, problem-solving, maintaining effective working relationships, and facilitating staff productivity.
- Demonstrated knowledge of PL 93-638 as it relates to Indian Health Services, Title 1 contracting, Department of Health and Social Services.
- Demonstrated knowledge of current literature, trends, funding opportunities and developments in the area of responsibility.
- Demonstrated ability to develop, present, and gain acceptance for long-range program plans and budgets.
- Demonstrated ability to respond to court directives with the provision of prevention, education, and intervention programs and services in the areas of juvenile justice, family violence, adjudication and community service programs, and the broad range of community needs.
- Demonstrated ability to express ideas effectively, both orally and in writing.
- Demonstrated ability as a team player and team leader.
- Demonstrated knowledge the Sauk-Suiattle Indian Tribe or the willingness to learn.

EDUCATION AND/OR EXPERIENCE

- Masters degree preferred in Public Health Administration (MPHA), Public Administration (MPA), Social Work (MSW), or experience in similar capacity in a related field.
- Minimum of Five years in program administration or management in health care delivery systems, social services/medical programs..
- Preferred experience includes familiarity with medical accreditation standards, standards of care, clinical administration, facilities and program development.
- Minimum of five years of employee and program supervision.

MATHEMATICAL SKILLS

Ability to understand multiple revenue streams, budgets, expenditure reports, forecasting and calculation of revenues/expenditures.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Washington State Driver's License required. First Aid/CPR certification and BloodBorne Pathogens training required. Maintain current Food Handler's permit.

HIPPA and FOIA certification and any other certification(s) as required by current law, regulation, and Tribal Council. Must pass Criminal History background check per 25 USC.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

The noise level in the work environment is usually moderate.

Culturally Sensitive: This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

THE SAUK-SUIATLE INDIAN TRIBE IS AN AT WILL EMPLOYER

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES

For more information and job application go to www.sauk-suiattle.com, or contact Human Resources at 360-436-0131, ext. 208, fax application to 360-436-1511, office Hours from 8:30am to 4:30pm.