

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Health & Social Services Director  
Department: Health & Social Services  
Reports To: C.E.O.  
Status: Exempt  
Approved By: Tribal Council Resolution #  
Approved Date:

**SUMMARY:** The Director will manage the day to day operations of the Health & Social Services Department. Ensures compliance with Indian Health Service (IHS) or 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. Ensures maintenance of standards of care and best practices set forth by the IHS, BIA, State of Washington or an accreditation, licensing agency.

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

- Provide and/or delegate 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 as defined by the Sauk-Suiattle Indian Tribe's Strategic Plan.
- Direct the activities of health services programs and ensure their compliance with Tribal, Federal, State and/or Local regulations and requirements.
- Provide and/or delegate supervision of department staff and contract employees.
- Ensure proper management of program records, compliance and timely submittal of reports, products and budgets.
- Attend or delegate staff to attend appropriate conferences, workshops, and meetings for purpose of representing the Sauk-Suiattle Indian Tribe and gathering and disseminating program and service related information.
- Oversee the daily operations of departmental programs and services, providing supervision to department staff and contract employees.
- Conduct a minimum of one staff meeting per month to ensure that information from major program activities with other governmental units and private or civic organizations is disseminated, that departmental staff are aware of program activities, and that address program needs.
- Ensures program grants/contracts are written and submitted to tribal council according to policy deadlines.
- Submit quarterly reports (minimally) to the C.E.O. and Tribal Council

- Ensures security of the building, office, and equipment as necessary.
- Prepare and/or review medical accreditation documents and facilities use and plans.
- Assist in the design of a comprehensive medical/Social Services building including required equipment.
- Research and prepare a preliminary plan for a dental facility as part of the medical building.
- Ex Officio of the Health and Social Services Board.
- Must be willing to travel.
- Maintains confidentiality of records and information.
- Attends Tribal Directors meetings
- Reports to the tribal CEO
- 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 Indian Country.
- 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.
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## **EDUCATION AND/OR EXPERIENCE**

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

## **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. Any 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.

**Duties:** The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLY**