

Sauk-Suiattle Indian Tribe | Job Description

JOB TITLE: HEALTH AND SOCIAL SERVICES DIRECTOR
DEPARTMENT: HEALTH AND SOCIAL SERVICES
SUPERVISOR: GENERAL MANAGER
STATUS: SALARY/EXEMPT

SUMMARY

The Health and Social Services Department duty is to safeguard the traditional healing practices of the community members and incorporate them into the standards of holistic care. The Director will manage the day-to-day operations of the HSS Department. Ensures compliance with the Indian Health Service (IHS) and the 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, Indian Child Welfare program services and social services. Administrates service compliance standards of care and best practices set forth by the Sauk-Suiattle Indian Tribe, IHS, BIA, ICW, IDL, State of Washington and accreditation, licensing agency. Works with the Sauk-Suiattle Health Board for policy development and administration and the Sauk-Suiattle Tribal Council for policy approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administrative supervision of the department staff and contract employees in the programs; Clinic, social services, mental health, chemical dependency, ICW, IDL, 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 the 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 and contracts are written and submitted to the Tribal Council.
- Develops and administers the department's annual budget in conformity with the 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 Manager, SSIT Tribal Council and the SSIT Health Board.
- Disseminate information from meetings and trainings that impact the delivery of client services to the appropriate program within the Health and Social Services staff.
- Conduct staff meetings and coordinate in-service training as required.

- Oversees the security and management of the department credit cards, cell phones, office equipment and buildings.
- Maintains confidentiality of records and information.
- Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Responsible for the management and supervision, including hiring and terminations, orientation, performance reviews, compensation recommendations, and disciplinary actions of the HSS staff.
- Enforces adherence to administrative and personnel policies and procedures.
- Oversees grant and contract compliance and expenditures.
- Maintains comprehensive knowledge of all departmental functions.
- Coordinates departmental functions as appropriate.
- Leads and facilitates regularly scheduled staff meetings.
- Manages department budgets and program planning.

QUALIFICATIONS

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

- Knowledge of management policies including optimum use of human and material resources with successful experience in giving directions to a multi-faceted department dealing with community-based health and social services.
- Ability to plan, direct, and evaluate a performance-based complex work program.
- Knowledge of the professional and technical aspects of the programs and services administered.
- Supervisory skills including, but not limited to, staff evaluations, problem-solving, maintaining effective working relationships, and facilitating staff productivity.
- Knowledge of PL 93-638 as it relates to IHS, Title 1 contracting, Department of Health and Social Services.
- Knowledge of current literature, trends, funding opportunities and developments in the area of responsibility.
- Ability to develop, present, and gain acceptance for long-range program plans and budgets.
- Ability to respond to court directives with the provision of prevention, educations, 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.
- Ability to express ideas effectively, both orally and in writing.
- Lead effectively as team leader and a team player.
- Knowledge of the Sauk-Suiattle Indian Tribe or the willingness to learn.

EDUCATION AND EXPERIENCE

- Master's degree preferred in Public Health Administration (MPHA), Public Administration (MPA), Social Work (MSW), or experience in a similar capacity in a related field.
- Minimum of five years' experience in program administration or management in the health care field.
- Minimum of five years' experience as an employee and program supervisor.
- Preferred experience in medical accreditations standards, standards of care, clinical administration, facilities and program development.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals required. Ability to understand multiple revenue streams, budgets, expenditure reports, forecasting and calculation of revenues and expenditures.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of internet software and Microsoft Office software.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current Washington State driver's license required.
- First Aid/CPR/Blood Born Pathogens training required.
- Maintain a current Food Handler's permit.
- HIPPA and FOIA certification and any other certification(s) as required by current law, regulations and SSIT Tribal Council.
- Must pass a 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 may be required to sit; stand; walk; use hands and fingers, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may 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.

CULTURALLY SENSITIVE

This position requires an awareness and deep appreciation of tribal traditions, customs and socio-economic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and sound judgment in handling sensitive issues.

DRUG FREE WORKPLACE

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screen.

BACKGROUND CHECK

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES

