



Hoplend Band of Pomo Indians Job Announcement

Position: Health & Social Services Director (F/T, 100% Grant Funded)
Reports to: Tribal Administrator
Salary: \$62,000 to \$68,640 annually (DOE)

POSITION SUMMARY: Under the direction of the Tribal Administrator, the Health & Social Services Director is responsible for the management of the Hopland Tribal Health and Social Services Department including health care delivery systems, program planning, daily operations, implementation of department procedures, staff supervision, budget preparation and management including ongoing evaluation and grant writing/grants management.

ESSENTIAL FUNCTIONS:

1. Plans, develops, organizes, and directs the implementation of goals, objectives, policies and work standards for the Health & Social Services Department including the provision of public health, mental health, social services programs, and other Tribal Health programs.
2. Oversees all personnel functions of the Health and Social Services staff.
3. Maintains compliance for all existing Health and Social Services Grants and seeks new grants to enhance the program.
4. Creates a vision and strategy for the HSS Department.
5. Sets appropriate and clear goals for the department, staff and HSS Committee.
6. Works to develop an atmosphere of teamwork and cooperation. Strives to develop full potential of staff members.
7. Recognizes critical situations and takes appropriate action. Follows up on problems, decisions and requests.
8. Delegates assignments effectively and follows up to ensure completion.
9. Ensures the dissemination of pertinent information to the Hopland Tribal Council and provides reports to Tribal Council.
10. Maintains knowledge of Code of Federal Regulations – 42; and specific laws, regulations, policies and proposed legislation having impact on health care delivery systems, especially those related to Indian Health Services.
11. Oversees the daily activities of the health care delivery systems through the controlling ongoing evaluation of the program, services and departmental staff.
12. Analyzes and assesses the structure of the Hopland Tribal Health Department's existing programs to improve efficiency and quality of services. May utilize external resources and analysis and assessment. Assures operational effectiveness of existing programs.
13. Maintains positive relationships with community/tribal members by conducting outreach, attending tribal events, home visits, transports (in and out of county as needed), and other case worker duties on a regular basis.
14. Facilitate community groups, including but not limited to: parenting classes, nutrition, girls and boys groups, Red Road, domestic violence, etc.
15. Monitors changing community health care needs and evaluates the ability of the health department's programs to meet those needs. Reports significant issues to the Council.
16. As appropriate, incorporates staff development plans that include education, training, conferences, workshops, etc. Addresses performance issues effectively and efficiently; actively encourages ongoing development of each staff member.
17. Educates the community on the Health Department's services.
18. Networks and maintains ongoing relationships with other tribes, health care and social services providers of CTHP and County.
19. Attends health care and social services conferences and trainings in order to stay current with policies and industry trends (i.e. attends the annual IHS conference).
20. Prepares an annual or semi-annual operating budget for the Health Department; monitors the budget for income and expense compliance.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

21. Ensures compliance of Indian Health Services; ensuring guidelines are followed for all Health General Assistance requests and annual reports are prepared.
22. Oversees and provides contracts for providers to give direct patient care at the Hopland Tribal Health office.
23. Adheres to a strict confidentiality standard.
24. Fills in for staff as needed.
25. Other duties as assigned.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

REQUIREMENTS/QUALIFICATIONS

Education and Experience: A Bachelor's degree in public administration, public health administration, Social Services, Sociology, Psychology or related field and two (2) years working as a director or assistant director of a similar sized public health, mental health or social services department or five (5) years of successful and progressively responsible full-time management and administrative experience in a public health, mental health or social services agency which included responsibility for fund, grant and budget administration, grant writing/grant management, program planning, implementation and administration. A Master's degree in Public Health Administration (MPHA), Public Administration (MPA), Social Work (MSW), or related field – highly desirable.

Licenses and Certifications: Valid California Class C Drivers License and be insurable for auto insurance;

Additional Requirements: Familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture.

Other Qualifications: Proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Language Skills: Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; including conflict resolution and crisis intervention; ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Mathematical Skills: Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment Demands: The physical demands 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: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.