



THE COQUILLE INDIAN TRIBE

CLOSES JUNE 15, 2018 AT 5:00 PM

Complete application packet should comprise of:

- **Cover Letter**
- **Coquille Tribe Employment Application**
- **Resume**
- **Unofficial Copy of College Transcripts, if applicable**

Job Title: ASSISTANT HEALTH & HUMAN SERVICES ADMINISTRATOR – COMMUNITY HEALTH & FAMILY SUPPORT SERVICES

Department: Health and Human Services

Reports to: Health and Human Services Administrator

FLSA Status: Exempt

Salary Grade: \$68,286 to \$110,965, annually; DOE

Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Health and Human Services Administrator, this position assists the Health and Human Services Administrator in planning, developing, and directing the Coquille Tribe's Community Health and Family Support services delivery programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership and oversight to the Family Support Services department, Community Health Representative, Mobility Program Coordinator, Elders Coordinator, Healthy Communities Program Specialist, and Health Education Specialist to include but not limited to; planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction to staff and conducts disciplinary measures as necessary.
2. Oversees data collection and analysis of health information relevant to public and community health; conducts targeted community assessments, participates in evaluation and interpretation of health research projects and reports; recommends health promotion programming and policies based on the data; writes, publishes and presents health and program data and narrative reports as necessary.
3. Maintains knowledge of current trends, developments and evidence based practices in the public health. Applies pertinent new knowledge to the performance of community health and family support programs.
4. Conduct Community Health Center activities to achieve goals set forth in the Tribe's Strategic Plan.
5. Assist the Health and Human Services Administrator in meeting Meaningful Use metrics and other benchmarks and standards as directed.
6. Provide assistance to the Health and Human Services Administrator in the development and implementation of Community Health and Family Support program policies for the services provided by the Community Health Center. Maintain, develop and implement Community Health Center policies and procedures as needed.

7. Assist the Health and Human Services Administrator in establishing short and long term departmental goals; to be approved by the Executive Director and Tribal Council. Assists in the preparation of documents, plans and reports regarding those goals. .
8. Provide assistance in preparation of Annual Departmental budget(s); to be approved by the Health Advisory Board, Elders Committee and Tribal Council. Reviews and monitors expenditures to remain within established budgetary constraints.
9. In the absence of Health and Human Services Administrator, serve as Acting Health and Human Services Administrator.
10. Provide grant oversight and program support to program directors and Health and Human Services Administrator. Research and prepare federal, state or other grants and contracts as requested.
11. Serve as liaison to tribal, federal and state agencies as determined by the Administrator
12. Meet with the Health and Human Services Administrator and the Elders Committee to provide an overview of the Elders programs. Provides input into the development of the annual committee budget and expenditure of funds.
13. .Attend specific meetings designated by the Administrator.
14. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in the Health Center vehicles, employee owned vehicles and rental vehicles to and from a variety of Health Center functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.
6. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
7. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies.
8. Ability to successfully carry out all phases of grant administration including writing grant applications, developing and tracking budgets, and grant reporting.

9. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
10. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
11. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

MINIMUM QUALIFICATIONS

- A. Bachelor Degree in a Public Health, Health Education, Nursing, Social Work, Public Administration or related field required. An Associate's degree in a health related field or Business Administration with five (5) years of management experience in a public health or community based health related program may be substituted for the education requirement.
- B. Experience working in a public health or community based health related program with 2 years management required.
- C. Two years of supervisory experience in healthcare management is required.
- D. Knowledge of HIPAA privacy and confidentiality guidelines is required.
- E. Knowledge of Indian Health Service programs is preferred.
- F. Experience with Health Care Accreditation (AAAHC) preferred.
- G. Experience working within a Tribal environment is preferred.
- H. Experience in grant writing, grant management and reporting is strongly preferred.
- I. Familiarity with health care environment is desired.
- J. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- K. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- L. First Aid/CPR certification required or ability to obtain within 90 days of employment.

Visit www.coquilletribe.org for an application

Contact HR at 541-756-0904

Submit completed applications to:

Human Resources Director

Coquille Indian Tribe Administration Offices

3050 Tremont St. North Bend, OR 97459