

Sisseton Wahpeton Oyate Job Description

Job Title:	Community Health Representative Program Manager Assistant-Trainee
Reports to:	Community Health Representative / Maternal Child Health Program Manager
Organizational Unit:	Tribal Health Department
Hours / Salary:	Full-time; Salary Range \$25 - \$30 per hour, commensurate with education, experience, proficiency, and scope of performance

Summary:

The Program Manager Assistant-Trainee will learn the Community Health Representative approach to providing quality outreach and health promotion / disease prevention services on the Lake Traverse Reservation. The Trainee will assist the Program Manager in operating the program to address health care needs by providing community-oriented, culturally competent health care services in multiple settings, utilizing well trained, community based, medically-guided health care workers, in accordance with the Indian Health Care Improvement Act, program scope of work, and Sisseton Wahpeton Oyate Health Plan.

DUTIES AND RESPONSIBILITIES:

1. **PLANS:** Assists with and learns how to develop approaches, initiatives, and strategies to address current and emerging health needs of the population and achieve program goals and objectives in a manner consistent with the overall policies and operating procedures of the Sisseton-Wahpeton Oyate. Learns how the Program Manager oversees the development and implementation of goals, objectives, policies, activities and tasks to assure alignment and compliance with administrative policies, procedures and practices. Assists the Program Manager in exploring best and promising practices utilized by the CHR Program nationally, regionally, and locally for potential replication, adaptation, and sustainability.
2. **ORGANIZES:** Assists and learns how the Program Manager identifies roles required to accomplish a task; establishes expectations; implements standard operating procedures; assesses workload requirements and distribution; establishes plans of action and time-lines; determines when corrective action is required; delegates responsibilities; assigns tasks; and manages the workplace to accomplish the scope of work. Assists the Program Manager to foster a welcoming work environment and culture of wellness, courtesy, friendliness, helpfulness and respect.
3. **STAFFS:** Assists the Program Manager and learns how to recruit, hire, and onboard new staff, as well as oversee professional development plans for existing employees that include continuing education, inservice and competency training, required mandatory trainings, career lattice / ladder opportunities, and employee wellness activities. Assists and learns how to evaluate job performance and process personnel actions. Learns from the Program Manager how to provide support, assistance, consultation, mentorship and technical assistance to grow and strengthen the workforce.

4. **DIRECTS:** Assists the Program Manager and learns how to supervise the CHR workforce, issue instructions and guidance, distribute workload, and communicate assignments and expectations in a clear and concise manner so that each staff member understands his/her role and responsibility within the framework of the program's overall purpose and the Tribe's organizational structure. Assists the Program Manager in leading and mobilizing a timely and effective response to urgent and crisis situations through task assignments and delegation of duties.
5. **CONTROLS:** Assists and learns how the Program Manager monitors day-to-day activities, determines whether plans are being met and progress is being made toward established objectives, and performs all required reporting by deadline dates. Learns how the Program Manager takes action to correct problems, address challenges, and mobilize opportunities. Learns how and assists the Program Manager in monitoring fiscal accountability, including monthly reconciliation of internal "cuff account" commitment journals with the Management Reports prepared by the Finance Office. Assists and learns how to evaluate effectiveness of program operation; conduct internal surveillance and audits; identify problems; and carry out corrective action plans. Assists and learns how the Program Manager receives, investigates, and responds to complaints and concerns, including how to carry out corrective activities and change programmatic practices.
6. **COORDINATES:** Learns from and assists the Program Manager in communications with other Tribal programs, health care providers, and outside agencies and organizations in behalf of the CHR Program. As authorized by the Program Manager, attends scheduled meetings and participates in Tribal Health Department and interagency meetings, teams, and workgroups. Networks with agencies and coalitions to develop and implement the Sisseton-Wahpeton Oyate Health Plan and to mobilize collective impact in meeting shared, health promotion / disease prevention and intervention goals.

QUALIFICATIONS:

1. Bachelor's degree in Business Administration or equivalent field of study that is relevant to management of public health programs.
2. Ability to communicate in the Dakota language, both orally and in writing.
3. Cultural competence and dedication to Tribal Sovereignty.
4. Familiarity with the public health needs, community resources, and culture of the Sisseton-Wahpeton Oyate.
5. Knowledge of and ability to follow and abide by applicable Federal, Tribal, and State accounting, procurement, human resource, and accreditation laws, regulations, circulars, standards, requirements, reporting criteria, and agreements or assurances, required for the management of Federal funds including, but not limited to, the Indian Self-Determination Act (25 U.S.C. 450 et seq.), Indian Health Care Improvement Act (25 U.S. Code, Chapter 18), Social Security Act (42 U.S. Code Chapter 7), Privacy Act of 1974, 5 U.S.C. § 552a; Privacy Act Regulations, 45 CFR Part 5b; Drug Abuse Prevention, Treatment, and Rehabilitation Act, as amended, 42 U.S.C. § 290dd-2, Confidentiality of Alcohol and Drug Abuse Patients Records, 42 CFR Part 2; the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 CFR Parts 160 and 164 and the Indian Child

Protection and Family Violence Prevention Act (P.L. 101-630), and other relevant legislation and regulations.

SPECIAL CONDITIONS AND REQUIREMENTS:

1. Basic CHR, Cardio-Pulmonary Resuscitation (CPR), and First Aid training.
2. Valid driver's license, vehicle liability insurance, and reliable personal transportation to perform required local and regional travel.
3. Must live and promote an alcohol, tobacco, and drug-free lifestyle verified by initial, annual, and random drug screens.
4. Demonstrated proficiency in computer and online / web-based applications, including electronic health records, Excel, Word, PowerPoint, Adobe, Publisher, and Outlook. Familiarity with and ability to use online accounting and timekeeping systems.
5. Experience in overseeing use of patient or participant information management systems or databases, such as Resource Patient Management System.
6. Must consent to and pass criminal background check and character investigation required to have regular contact with and control over Indian children and vulnerable adults.
7. Complies with all laws and policies protecting health and patient-identifying information, confidentiality, and privacy.
8. Complies with employee wellness policies and procedures that protect the public from transmission of infectious diseases, including vaccinations, COVID-19 screening and TB tests.
9. Experience in interagency coordination and proficiency in communicating with a diverse range of people, including health professionals, Tribal officials, co-workers, and Tribal members needing help.
10. Must be able to be bonded.

Approved



Date

8/27/2021