



Standing Rock Sioux Tribe
Human Resource Department
Wówašechuŋ Awáŋwičayaŋka Óítháčan
personnel@standingrock.org

Bld 1 N. Standing Rock Ave
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Fort Yates, ND 58538
Phone (701) 854-3826
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POSITION: Health Education Director
Tribal Health Administration

SALARY RANGE: (\$36,963-\$46,204) + Annual & Sick Leave

OPENING DATE: October 20, 2016 CLOSING DATE: November 08, 2016

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SCOPE OF POSITION:

The Health Education Director is responsible for the administration and management of the Health Education Program. The Health Education Director shall promote proactive health education, intervention and prevention initiatives and strategies to address health issues affecting the Standing Rock Sioux Reservation.

SUPERVISION:

The Health Education Director will be under the supervision Tribal Health Administration, Director, who will provide direction and guidance and will conduct performance evaluations

DUTIES AND RESPONSIBILITIES:

1. Responsible for the administration, management and compliance of the Health Education Program funded under the 638-Master Health Contract.
2. Responsible for timely completion and submission of monthly, quarterly and annual reports to HEW Committee, Tribal Council and other Federal Agencies as required by the 638' Master Health Contract.
3. Responsible to maintain accurate budgets and cuff accounts for Health Education Program funds.
4. Responsible to conduct reconciliation of program fund accounts, prepares budget modifications and consults contract representative regarding budgets and expenditures to ensure program expenditures of Health Educations funds are appropriately charged to assigned accounts and within budgetary allowance.
5. Responsible to prepare for required contract monitoring activity; working closely with the Tribal Health Director, Contracting office and Contract Representative to ensure program fiscal operation is in compliance with funding agency requirements and procedures.
6. Responsible for seeking additional funding through grants and proposals to supplement the effort of improving health education and expanding services of the Health Education Program.
7. Responsible to develop methods to effectively identify community health issues and concerns.
8. Responsible for implementation of health education strategies in accordance with 638 Master Health Contract, health promotion and disease prevention activities and collaborative efforts of concerned individuals, groups and local health service agencies.
9. Responsible to develop a method to identify effective educational approaches and health education curriculum and materials suited to various topics and audiences.

Nikúč ichiyapi ki Wówašechuŋpi Uŋ patitaŋpi
"Promoting Self-Sufficiency through Employment"

10. Responsible to coordinate and facilitate instructional workshops for area school health education instructors to promote health understanding of school age children and importance of strengthening the physical, emotional and mental health.
11. Responsible to provide training to area schools and health programs to support health education in the classroom setting.
12. Responsible to assist with promoting special health projects in the schools, e.g., dental health, poison prevention, health fairs, men & women way clinics, suicide awareness, wellness, child abuse/neglect, etc.
13. Responsible to provide assistance and support services to Tribal Health Administration staff (Diabetes Program, Chemical Prevention, Community Health Representatives, etc.) in the development of respective program education activity components.
14. Responsible for conducting an annual assessment and surveys to collect feedback of health education initiatives and obtain ideas for planning health education activities for the communities.
15. Responsible to maintain current health education practices and concepts through literature, seminars, courses, professional meetings and direct contact with various health professionals.
16. Responsible to establish a communication network and media resources for public service announcements and dissemination of information for scheduled health education training sessions and workshops to promote sound health attitudes and preventive behavior initiatives.
17. Responsible to serve as a point of contact for patient education services in accordance with the health promotion and disease prevention plan.
18. Responsible to provide oversight and supervision of the Alcohol, Tobacco & Other Drugs program, and for tracking and conducting staff evaluations.
19. Responsible for performing other Tribal Health Administration related duties as delegated.

QUALIFICATIONS:

1. Must possess a Bachelor's Degree in Business Administration, Business Management, Human Services or related field. Qualifying education and experience will be considered in lieu of Bachelor's degree requirement. Qualifying education and experience means possession two (2) year degree in Business Administration, Business Management, Human Services or related field with five (5) years of documented experience in administration of contracts, grants or financial/budget management and supervision.
2. Must possess strong computer skills with working knowledge of Microsoft Office software (Word, Excel, Power Point, and Publisher).
3. Must possess excellent written and verbal communication skills and be able to understand and carry out both verbal and written instructions and request clarification when needed.
4. Must possess a strong work ethic and organizational skills with special attention to detail.
5. Must have ability to maintain tact, courtesy, composure and flexibility when dealing with a variety of personalities.
6. Must possess a valid driver's license and current vehicle insurance.
7. Must successfully pass required background check at the state and tribal level; that the applicant has never been convicted of child abuse/neglect or any violent crimes.

POSITIONS REQUIREMENTS:

1. Will be required to ensure program compliance of Title XVIII-Tribal Employees, Title XXVII-Employee Code of Ethics, Drug-Free Workplace Policy, Personnel and Financial

- Policies and Procedures, Employment Security, Computer Usage and tribal Internet, Cell and PDA Policy accordingly.
2. Will be required to demonstrate working knowledge of 638 contract requirements and financial accountability working within budgets.
 3. Will be required to request technical guidance and consultation from the Area Health Education Office.
 4. Will be required to learn and operate new software applications as it applies to data collection and reporting instruments.
 5. Will be required to establish network of resources at the local, state, county, federal level to address American Indian & Alaskan Native health education issues.
 6. Will be required to serve in a liaison capacity between Tribal Health Administration and other health service organizations (Tribal, State, Federal, private institutions, entities).
 7. Will be required to complete tasks under general supervision and exercise independent judgment in maintaining and expanding the services of health education.
 8. Will be required to demonstrate cultural sensitivity in regard to program and service delivery.
 9. Will be required to demonstrate facilitation and time management skills.
 10. Will be required to strictly adhere to confidentiality and code of ethics in accordance with program services delivered.
 11. Will be required to participate in conferences, workshops and meetings to enhance Health Promotion/Disease Prevention (HP/DP).
 12. Will be required to travel and work beyond the normal tour of duty.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No tribal housing is available. Position is located at the Tribal Health Administration Office, Fort Yates, ND.

APPLICATIONS:

Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538

ALL APPLICATIONS RECEIVED AFTER 4:30 P.M. OF THE CLOSING DATE WILL NOT BE CONSIDERED.