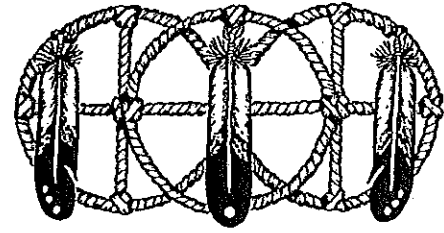


# YELLOWHAWK

TRIBAL HEALTH CENTER  
P.O. Box 160  
Pendleton, Oregon 97801  
(541) 966-9830



## **JOB DESCRIPTION COMMUNITY WELLNESS DIRECTOR September 2011**

**INTRODUCTION:** This is a full time job, five (5) days at 37.5 hours per week. The position is located at Yellowhawk Tribal Health Center (YTHC) on the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) near Pendleton, Oregon. The CTUIR operates YTHC under compact with the Federal government. The clinic provides comprehensive healthcare to an Indian population of approximately 3,000 people.

**GENERAL SUMMARY OF DUTIES:** Oversees the programs and services that have a Community focus. These Wellness programs and services are integral to helping to achieve our Mission & Vision. Current programs are in two categories: Behavioral Health (BH), and Community Health Services (CHS). Although this position does not directly oversee the clinical work in BH, the Community Wellness Director (CWD) is responsible for their overall direction and work. The CHS services includes a diverse staff including Community Health Representatives, Public Health Nurses, Maternal & Child Health, Elder Services, Diabetes Prevention & Control, and WIC.

**SUPERVISION RECEIVED:** Reports directly to the Chief Executive Officer.

**SUPERVISION EXERCISED:** Supervises department managers in BH & CHS.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting for long periods of time, with frequent walking. Occasional bending, stretching, or lifting. May require contact with individuals with communicable diseases. May require contact with irate patients. Requires the ability to work under stressful conditions for long periods of time. Requires normal range of hearing and vision to adequately perform job duties. Ability to lift or move 35 pounds.

**TYPICAL WORKING CONDITIONS:** Work requires a close working relationship with staff and patients. Incumbent may also have interactions with CTUIR Tribal Health Commission and the community in relation to clinic operations and services. Must be able to work as a team member and be able to remain positively productive with different personalities. Occasional exposure to communicable diseases and other conditions in a clinic environment. Potential exposure to aggressive or violent patients, work may be stressful at times.

**MAJOR DUTIES:**

1. Develops a strategy for developing Wellness programs and services that address the morbidity and mortality of our service population.
2. Coordinates health or other related need assessments to understand the public health needs of the community.
3. Contributes to the YTHC Vision by helping the community, families, and individuals stay healthy.
4. Responsible for the oversight of day-to-day activities of all programs and services including supervisory and management functions.
5. Works closely with program managers to assist the development of draft policies, procedures, and protocols for care.
6. Coordinates trainings, workshops, meetings for staff aimed at improving the quality of care services provided to the patients and community.
7. Provides guidance to staff on the most effective ways to integrate, communicate, and engage the community in applicable programs and services.
8. Participates on external committees, workgroups, task forces, and other forums/mechanisms to improve YTHC representation and BH/CHS input. Creates forums/mechanisms if none exist.
9. Develops department specific strategic plans for each fiscal year with measurable goals and objectives. Reports on progress towards strategic objectives to YTHC Executive Management Team (EMT).
10. Responsible for the development of department annual budgets and ensuring that staff manage their programs within those budgets
11. Develops funding proposals to State & Federal agencies and Foundations. Such proposals are tied to the strategic objectives of YTHC.
12. Monitor YTHC's success in meeting workload benchmarks. Identify areas where improvement is needed & conduct Quality Improvement Studies to evaluate the effectiveness of current policies, procedures & practices in achieving desired outcomes.
13. Where indicated, make recommendations to Executive Management for the implementation of new policies and procedures, or the revision of existing policies where feasible.
14. Conduct patient satisfaction surveys at least annually and take steps to address any significant findings from those surveys.

15. Oversees the work associated with applying for Public Health accreditation.
16. Other related duties as assigned.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

1. Ability to work independently, to plan, coordinate and implement projects and to complete projects on schedule.
2. Skilled in problem solving, interpersonal relationships in the workplace and conflict resolution.
3. Demonstrated ability to communicate effectively with peers and superiors, to speak in front of groups and to communicate in writing policies, procedures, memoranda and training materials. Ability to operate and communicate effectively while under pressure.
4. Knowledge of current healthcare industry Privacy Act, the Health Insurance Portability and Accountability Act (HIPAA), and security requirements.
5. An understanding of the Indian community and cultural needs as associated with health care is extremely beneficial.

**MINIMUM QUALIFICATIONS (Education, Experience and Certificate/License):**

1. Masters degree in Public Health (MPH) or other related field.
2. Five (5) years experience in health program administration.
3. Certified Prevention Specialist (CPS) or willingness to attain CPS on appropriate timeline.
4. Tribal/Native Preference Applies.

**APPROVED: September 7, 2011.**

  
\_\_\_\_\_  
**Tim Gilbert**  
**Chief Executive Officer**

  
\_\_\_\_\_  
**Janyce Quaempts**  
**Human Resources Manager**