



Great Plains Tribal Chairmen's Health Board

(So That the People May Live)

POSITION DESCRIPTION

Job Title:	Capacity Building Assistance HIV Program Manager
Department:	Northern Plains Health Promotion and Disease Prevention
Reports To:	Director of Health Promotion & Disease Prevention
Supervision:	CBA HIV Specialist, Interns and volunteers as assigned
Employment Category:	Full-time Regular
FLSA Status:	Exempt
Salary Level:	Commensurate with education and/or experience

Organization Overview:

The Great Plains Tribal Chairmen's Health Board (GPTCHB), provides technical assistance in the arena of epidemiology and data analysis for its member tribes. GPTCHB engages university partners to meet applied public health research needs, and serves as a liaison between the Aberdeen Area IHS and the Northern Plains tribes. The GPTCHB advocates nationally for improved Indian Health policies on behalf of the 17 Federally Recognized Tribes, the nearly 170,000 tribal members in the four-state region of SD, ND, NE and IA.

The GPTCHB fosters an organizational culture that supports both culturally and scientifically sound practices, in an environment that values creative genius, professional and personal development that is rooted in integrity and tribally traditional values.

The GPTCHB is located in the revered and breathtakingly beautiful Black Hills, known to the Lakota as the "Pahá Sápa", home to numerous Sacred Sites of the Indigenous people of the Northern Plains.

We invite you to consider a career with the GPTCHB, an organization with a longstanding commitment to improving the health indicators of American Indians, and with newly revitalized passion and vision.

Job Summary: Seeking a full-time manager to implement capacity building assistance (CBA) to develop, implement and/or sustain tribal infrastructure for HIV programs with the specific aims of increasing HIV testing, reducing HIV transmission and increase access to services to improve health outcomes of tribal peoples in North Dakota, South Dakota, Nebraska, and Iowa. The Program Manager is responsible for managing and coordinating all activities and efforts, managing federal and private grants, and maintaining and implementing program initiatives that are consistent with CBA goals and outcomes. The Program Manager will report to the Director of Health Promotion and Disease Prevention and is required to work in close collaboration with the department director and other key community stakeholders. The Program



1770 Rand Road
Rapid City, SD 57702
(605) 721-1922 Fax: (605) 721-1932



Manager will also participate in various workgroups and committees. This position involves a thorough understanding of project management in a public health setting; understanding HIV in Indian Country; working with diverse tribal communities; and the ability to achieve positive outcomes between multiple external stakeholders.

Essential Functions:

1. Administrative

- Manage program budgets and ensure financial transactions are handled in a timely manner and consistent with GPTCHB policies.
- Manages staff time, attendance, work productivity and monthly reports.
- Responsible for issues management, resolving barriers, and other staff issues that may affect the project.
- Preparing and writing a wide range of reports, including, but not limited to: progress reports; annual reports; work plans and internal reports;
- Identifying funding opportunities and grant writing for continuation of existing projects as well as new projects.
- Oversee the centralization of each program's grant information to ensure compliance with funding agencies.
- Follow established organizational procedures, but will also develop administrative processes to ensure objectives are met.
- Reports to Department Director on a regular basis regarding overall program performance and progress.
- Receives direction in programmatic priorities from the Department Director.
- Additional duties as assigned by the Department Director.

2. Program Management

- Facilitate the gathering of information, data setting priorities and performance coordination of the CBA services.
- Ensure that education materials and presentations reflect the needs of the tribes, and that data presented is appropriate for key stakeholders.
- Oversee the design, delivery, and cultural adaption of best practices and evidence-based programs and associated educational aids for tribal communities.
- Integrate a cultural-based approach into evidence-base practices for prevention of HIV, education and increased HIV testing.
- Assist the program assistant in conducting literature reviews, and interpreting basic health data.
- Foster relationships with tribal and state partners to strengthen program collaborations and partnerships.
- Provide training and technical assistance to tribal representatives on needs assessments, data collection, data interpretation, etc and other capacity building needs of communities.
- Collect data from original and existing sources (e.g. IHS, state and national surveillance systems used in health monitoring).
- Communicates regularly with key stakeholders. Maintains a communication log to document activities.
- Oversees and coordinates all project activities and objectives in accordance to timelines.
- Records Management – Manages all data, reports, documents and progress of all sites in an organized manner. Maintain accurate records of participants in the intervention, safeguarding the confidentiality of subjects, and maintaining databases.

- Assists in STI/HIV surveillance and investigation efforts with other entities, such as tribal, state, and local public health agencies.
- Participates in assisting communities develop plans, programmatic objectives, policy formulations and other interventions that are consistent with capacity building for HIV programs and initiatives.
- Ensure that all activities have evaluation components to ensure the highest quality of services is delivered.
- Familiar with DEBIs/EBIs and the development and implementation of community mobilization models.

Requirements:

- Exemplifies excellent customer service with tribal stakeholders, health board colleagues, program partners, service recipients, visitors, and guests
- Fosters a work environment of wellness, courtesy, friendliness, helpfulness, and respect; relates well, and works collaboratively with co-workers; all levels of staff in a professional manner.
- Familiarity and/or experience working with the American Indian Populations; Respect for and knowledge of traditional, cultural and spiritual practices of diverse American Indian Communities, as well as an ability to work with other racially, culturally and ethnically diverse populations.
- Consistently demonstrates respect and acceptance toward differing capabilities, race, cultures, gender, age, sexual orientation and/or personalities.
- Maintains and ensures organizational privacy and confidentiality. Must be able to handle crisis, and tolerate stress professionally.
- Must be self-directed; takes proactive initiative to assist others and is capable of resolving problems with other departments and co-workers without direct supervision;
- Able to exercise flexibility to alter plans/routines when situation requires and continues to perform without projecting stress/frustration that would adversely affect the work environment.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary. (FSLA Exempt Employees)
- Ability to effectively present information in one-on-one and small group situations to community members, clients, and other employees of the organization.
- Proficiency with computer programs (Word, Excel, PowerPoint) and other internet technologies
- Valid SD Driver's license must be kept current; certificates, credentials or licenses must be kept current and consistent with regulations required by applicable Federal, State and/or Grant regulations.
- Ability to promote an alcohol, tobacco and drug free lifestyle
- Embraces modest appearance and attire which reflects a professional presence.
- Follows GPTCHB policies and procedures

Education/Experience/Certificates/Credentials:

1. Minimum education required is MPH master's level degree preferred in public health, health promotion, health policy and/or health administration or related field with at 3-4 years of documented grant management and administrative experience over multiple federal and private grants.

2. A minimum of 2 to 3 years in progressive management and supervisory work experience, three years general and a minimum of one year specialized, as defined in items “a” and “b” listed below:
 - a. General experience must include the following: supervise or direct work which demonstrates ability to use supervisory techniques in a team environment; program management and control; direct, coordinate and implement a health or social service program as evidenced by academic training, continuing education, and experience in public or tribal administrations, councils, boards, individuals, and/or public agencies; demonstrate a basic understanding of the planning process and its use as an effective management tool in public health systems and related programs; ability to implement Indian preference and other statutory/policy mandates; and demonstrate technical ability and mature, impartial judgment
 - b. Specialized experience and proficiency in three of the five areas, management and supervision; scientific leadership; communication; technical assistance coordination and fiscal management.
3. Experience that indicates the ability to interact effectively with leaders among Indian communities, government agencies, scientific and academic communities, medical and health-related organization, non-governmental groups, and the public at large is required.

Work Environment/Physical Demands: The characteristics demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel: Local and moderate out-of-town travel is required.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN TITLE 25 USC 44-46 & 474.

Employment is contingent upon the outcome of all required Criminal Background checks.

To Apply Mail application and resume to:



Great Plains Tribal Chairmen’s Health Board
1770 Rand Road, Rapid City, SD 57702
Attention: Human Resources
(605) 721-1922 Fax: (605) 721-1932
www.gptchb.org



Or, email application documents to GPTCHB.HumanResources@gmail.com with the Position Title(s) in the subject line.

If working toward a degree, include a copy of the most recent college transcript. Unofficial transcripts may be submitted; however, official transcripts may be required upon hire.

Complete applications will be reviewed without discrimination or bias based on race, color, religion, age, sex, national origin, physical handicap, sexual orientation, or marital status.

Upon Hire:

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

SUPERVISOR'S NAME (printed): _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

PROGRAM OFFICER'S NAME (printed): _____

PROGRAM OFFICER'S SIGNATURE: _____ DATE: _____