



**Three Affiliated Tribes
Elbowoods Memorial Health Center**

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

NATIVE CONNECTIONS DIRECTOR

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Grants Manager DEPARTMENT: EMHC Native Connections SALARY: \$20.00 – \$36.77 DOE/DOQ CLASSIFICATION: Exempt	FLSA STATUS: FT-Regular LOCATION: 1251 Elbowoods Loop OPENING DATE: CLOSING DATE:
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POSITION SUMMARY:

Under the direct supervision of the Grants Manager, the Native Connections Director has the overall responsibility for coordination of the "Making Mental Health Accessible" project, a SAMHSA —funded grant to the Elbowoods Memorial Health Center that is focused on suicide prevention, reduction of crisis attempts, increased quality of care across the health and behavioral health systems, and reducing substance use/misuse among the target age range of 12 – 24 years old. This grant will further develop the system of care to include comprehensive and integrated services for adults who are at least 12 years old up to 24 years old in an effort to identify and provide treatment for those who are at risk of suicide, actively experiencing suicidal ideation, as well as follow up for those who have had an attempt. Through interagency collaboration the project will develop services with specific evidenced based suicide focused treatment. The Native Connections Director will consult with the Native Connection Educator/Coordinator to coordinate project activities, including training, communication, and information dissemination. Additionally, the Project Coordinator will be responsible for assisting the Native Connections Director with monthly, quarterly, and annual reporting along with caring out project activities. Additionally, the Native Connections Director has to demonstrate respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation, actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee the day-to-day operations of the Native Connection Project to ensure grant deliverables are being conducted and are on track for completion;
2. Collect, store, analyze, and report on grant specific data to SAHMSA, SPARS, EMHC, and authorized tribal officials and departments;
3. Attend community outreach events (community gatherings, pow wows, outreach opportunities, etc.) to conduct community information campaigns and surveys;
4. Generate monthly reports to be shared with EMHC management on the updates and progress of the Native Connection program;



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5. Collaborate with local TAT departments and schools on the reservation to raise awareness for suicide prevention, mental health and substance abuse and misuse;
6. Host talking program talking circles for the community and youths;
7. Attend program required meetings with EMHC personnel, SAMHSA and tribal technical assistance staff members. Meetings may be held in-person or virtual. If meeting is held in-person, travel may be required;
8. Represents EMHC in a highly professional matter;
9. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
10. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
11. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
12. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
13. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
14. Attend training and maintain certifications as required; and
15. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Directly supervises the Native Connections staff.

COMPETENCIES:

- **Analytical** – The individual synthesizes complex or diverse information;
- **Problem solving** – The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;
- **Verbal/written communication** – The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Delegation** – The individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegation activities;
- **Management skills** – The individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth;
- **Quality management** – The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;



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- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;
- **Planning/Organizing** – The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of sound techniques in all aspects of personnel management;
- Knowledge of the organizations and operations of administrative programs.

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED; **REQUIRED**
- License or certificate in behavioral health, child development or related field; **REQUIRED**
- Five (5) years' experience working in a behavioral health, child development or related field; **REQUIRED**
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e. RPMS/EHR;
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job:



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- Work is performed in an office and outdoors environment with varying conditions of noise level, temperature, and illumination;
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment;
- Work situations may be stressful and require irregular hours;
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
- Work is performed inside and outside with exposure to unpredictable crisis situations;
- Shift work may be required;
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required;
- Travel may be required to accomplish organizational goals;
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:
 - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
 - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
 - The individual must regularly lift and/or move up to 50 pounds;
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
 - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:



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1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov &
Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____