

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Community Health Manager

Department: Health Department

Reports to: Health Director/Assistant Health Director

Status: Exempt

Salary Level: \$52,021 to \$78,021 Annually

Level: C44

Opens: June 18, 2024

Closes: July 02, 2024

SUMMARY: The Community Health Manager is responsible for overseeing and managing all aspects of the Community Health program within the LTBB Health Department, including grants. The Community Health program is responsible for addressing health disparities in the Native American community and creating chronic disease prevention programs and services that support our Tribal community in their path to wellness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides excellent customer service to clients, vendors, and fellow employees. Represents the LTBB Health Department in a professional and positive manner.
- Recognizes and is sensitive to the cultural dimension inherent in the practice of health education in Native American communities. Must be culturally competent and meet the health literacy and linguistic needs of target populations.
- Responsible for understanding Native American health disparities, applying those to LTBB Tribal Community, and assisting in developing programs directed toward resolution of those health disparities.
- Responsible for managing all grants within Community Health Program. Examples include Diabetes Program (SDPI), Maternal Child Health, Tribal Home Visiting, Good Health and Wellness in Indian Country. Assist with sourcing grants and assist grant writers with narrative and budget formation. Once grant is secured, set workplan, monitor workplan and ensure grant objectives are completed. Monitor budget and ensure grant budget is spent according to plan. Ensure appropriate data is collected and all grant reporting is completed in a timely manner.
- Responsible for monitoring all program budgets and expenditures.
- Develops, implements, and evaluates programs and activities for individuals, families and population groups that promote health and prevent disease.
- Create policies and procedures to ensure consistency and uniformity in processes.
- Provide strategic direction including coordinating strategic goals, objectives, and implementation plans for the Community Health Program

- Provide leadership and direction to staff, including assigning work, evaluating performance, coordinating schedules, and resolving any staff issues, participating in employee discipline as necessary. Ensure training and development of staff by identifying training needs and establishing plans to meet both Tribal and individual objectives, within provided budget.
- Consistently portray a positive working attitude that fosters a pleasant working environment.
- Create and maintain a positive working relationship with grant funders, including Bemidji Area Office IHS staff and Inter-Tribal Council staff, and seek their professional input and support on relevant issues.
- Manage Native Way gym and evaluate physical fitness programs within Community Health.
- In conjunction with LTBB Tribal Clinic, coordinate public health related community events such as health assessments, mobile clinics, immunization clinics.
- Helps plan and organize community outreach events that promote health, chronic illness prevention, wellness and life balance incorporating traditional and culturally appropriate activities.
- Responsible for collecting, entering, and analyzing various health factor data points that will inform grant goals and future programming.
- Become super user of population health module of electronic health record and serve as the clinical application coordinator for that module for the Health Department.
- Participate in collaborative projects with our local health department and other local partners such as community health assessments.
- Develop and maintain specialized knowledge of public health datasets and how this data can be used to have a positive impact on the wellness of our tribal community.
- Plan and direct program response in the event of an emergency, disaster, and/or pandemic to address public health issues and meet the needs of our tribal community.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

Required: Masters Degree in public health related field, plus two years of experience, including combined experience with grant management and staff supervision required.

MAY consider applicants that have knowledge, skills, and abilities listed below PLUS

- Bachelors Degree with five years successful community health work experience, grant management experience, and/or staff supervision experience OR
- Associates Degree and seven year of successful community health related experience with advancing responsibilities, including grant writing, monitoring, and reporting, and staff supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Must be a team player and able to establish and maintain effective working relations with the general public, other agencies, departmental supervisors, co-workers, and staff. Must be able to supervise staff effectively. Must be able to administer grants. Must be able to give and receive constructive feedback related to job or job performance. Must possess excellent written, verbal and interpersonal skills. Must have ability to communicate highly complex information to people of varying levels of knowledge. Must have ability to make public presentations to various community partners, organizations, and the public. Must be able to collect and analyze complex public health data. Must be able to use public health data to deploy resources and plan for future programming. Must have ability to relate and interact effectively with Native and non-native community. Must be proficient in Microsoft Office Suite and computer savvy to learn electronic health record. Some evenings, weekends and extended overnight travel will be required, with some travel being by plane. Must be able to travel to meetings and conferences as needed to maintain expertise in this position.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license, reliable transportation and have an insurable driving record for duration of employment.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment. Individual must have a positive job history with past employers, including LTBB. Individual must take TB test and get influenza vaccination annually due to working in a health setting. LTBB Health Department is a scent free environment.