

Blackfeet Nation

Blackfeet Nation Tribal Health Services

THIP Director

Position:	THIP Director
Division:	Blackfeet Tribal Health Services
Department:	Tribal Health Improvement Program
Reports To:	Public Health Administrator
Location:	THIP Department
Pay Grade:	\$Per Wage Scale
Healthcare Provider Classification	Non-Healthcare Provider
FLSA Classification	Exempt/Full time
Classification:	Staff/ Security Sensitive
Biological Hazards Risk Group	NIH Risk Group 3- High Risk

Job Summary:

THIP program director will be responsible for program development and implementation of newly developed Tribal Health Improvement Program (T-HIP). This is a full-time/ contingent position, the Director will be expected to deliver high quality work, engage meetings on Tribal Health Improvement adaptive assessments and an adult learning opportunity to Reservation Wide Tribal Health Improvement Program. Director is an expert facilitator of learning for clients implementing THIP products and services. Empower staff to effectively use data to promote clients learning by defining growth targets, differentiating instruction, and informing intervention strategies. Director is on the front line, directly supporting THIP mission. Partnering to help all kids, adult, and clients learn. THIP assessment data is a powerful tool to improve learning and requires dynamic individual to help interpret, train, and inspire partner Tribal directors to use the data effectively.

Job Roles:

- Facilitate professional learning meetings for partners as they implement THIP products and services; use adult learning strategies and other inquiry-based activities case management to ensure participant engagement, understanding of content and application program
- Study THIP Blackfeet Task Order Master agreement with the State of Montana to ensure all duties are being completed
- Attain and maintain mission status in designated meetings by coordination
- Facilitate professional learning content of THIP effectively and accurately, gauging the learners' needs. Conduct planning conversations about the events with partners relative to professional development need
- Work collaboratively with the Manager of Professional Services to ensure delivery of successful professional learning events
- Travel as necessary, expenses reimbursed by THIP program
- Analyze feedback and survey data to set THIP goals
- Submit appropriate documentation and reports with specified timeframes

Blackfeet Nation

Blackfeet Nation Tribal Health Services

THIP Director

- Assist in the development of short and long term plans for programs, monitor progress, assure adherence and evaluate performance
- Assist in design of performance objectives and implement and monitor programming to meet desired outcomes
- Do weekly updates to Steering committee which consist of: Health board, Blackfeet Tribal Health Dept, Southern Peigan Health Center, and Blackfeet Tribal Business Council.
- Monitor THIP with the State of any changes (on State website)
- Monitor ALL THIP staff
- Code and Ethics trainings
- HIPAA training
- Plans and coordinate the transportation system, also knowledge of GSA process
- Make sure all THIP staff are providing quality/quantity care on a daily basis and making their contacts with THIP patients.

Skills and Abilities

- Strong facilitation skills and experience conducting professional learning opportunities to a wide audience of professionals. Director are not merely delivering a conned presentation; they engage the audience with enthusiasm, discussion, and hands on learning approaches.
- Experience working with administrators in use of formative assessment
- Excellent writing, proof reading, organization, communication, and technology skills (PowerPoint, Excel, Outlook, Word).
- Strong problem-solving skills and common sense to develop supportive relationships
- Capacity for virtual professional development
- Seamless use of technology in the meeting setting (including projectors, video conferencing platforms, file download, scanning, and Microsoft program).
- Helps oversee budgetary and other financial issues relevant to the THIP program including payroll when needed
- Knowledge of DAPHNE.

Professional and Regulatory Requirements:

- Bachelor's degree in Business Administration Health preferably
- Minimum 2 years' experience in health
- Minimum 2 years' case management
- Minimum 2 years' supervisor (show proof of demonstrating excellent leadership qualities
- Reports to work on time and as scheduled; completes work within designated time
- Physical demands of the position include vision, hearing, and repetitive movement. Must be able to lift more than 25lbs or more and stand for long periods of time and bending
- CPR and First Aid Certified or able to receive within 6 months
- Receive HIPAA training upon hire
- Must maintain a valid driver's license for transportation as necessary

Blackfeet Nation

Blackfeet Nation Tribal Health Services

THIP Director

Director will undergo a 45-day evaluation and 90-day evaluation through the Blackfeet Tribal Health Department Public Health Administrator with recommendation

Preference will be given to Blackfeet Nation enrolled members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Blackfeet Nation is an at-will employer.