

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: **October 23, 2024**
FROM: **Human Resources Department**
RE: **Health & Human Services Manager**

The Human Resources Department is currently taking applications for a full-time Health & Human Services Manager. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, October 31, 2024 at 4.00 p.m.

Date and hour posted: _____ :_____.m.

Date and hour removed: _____ :_____.m.

Attachment: job ad



HEALTH AND HUMAN SERVICES MANAGER JOB DESCRIPTION

Job Title: Health and Human Services Manager	Department: Health
Reports to: Deputy Health Director	Employment Status: Full-Time
Classification: non-exempt	Salary Range: Depends on Experience
Supervisory Status: Supervisory	Revision Date: August 2024

Summary:

The Health and Human Services Manager oversees coordination of health service programs that integrate clinical care with case management, health promotion and disease prevention and related wrap around services, including, but not limited to, case plans provided by clinicians, social worker and other patient specific health related plans or programs. The primary duty of this position is to ensure that patient care and coordination is managed with high fidelity and quality of services for all patients. This position also assists in the oversight of program management of health specific initiatives and services, including grants management and implementation. This includes assisting in and directing program creation and management and all related grant reporting, budgeting, oversight and management. Oversight and management of health programming includes coordination of cases and services such as, but not limited to, behavioral health, infectious disease, chronic disease prevention, and treatment programs. This position requires a strong knowledge of appropriate personal and clinical boundaries and able to deal with stressful situations in a positive manner.

Essential Duties and Responsibilities:

- Leads the development and implementation of comprehensive systems to address health disparities in a tribal population
- Oversees and leads the coordination of care of patients and wrap around services
- Leads and assists in the development of health promotion and disease prevention programs
- Tracks progress of patient and program outcomes, activities, objectives and metrics
- Ensures referral and treatment services for program patients
- Coordinates needs assessment and survey administration and strategic planning efforts
- Directs related health program and grant related activities
- Displays a responsive and professional manner in promptly responding to all requests and program issues
- Provides support and management to program staff including Service Coordinators, Community Health Representative and other staff, as assigned
- Provides support for personnel issues associated with program activities
- Directs program implementation by advancing within approved project timelines

- Attends Health Department meetings and directs program specific meetings, as assigned
- Directs or participates in review of case files for all department programs, as appropriate or assigned
- Directs and assists in crisis intervention and crisis management including sharing on-call responsibility
- Completes quarterly and/or annual programmatic federal reporting
- Performs general programmatic administrative duties. Examples include, but are not limited to maintaining administrative and statistical data, managing bills, filing mail, maintain data, etc.
- Leads or assists in negotiating and developing contracts with referred providers
- Documents or oversees the documentation of all contacts on a timely basis including face-to-face interviews and intake reviews
- Collaborates with Health Department leadership as well as internal and external partners in shared efforts that support department and program goals, objectives and activities
- Completes all other duties as assigned

Competencies:

- Strong management and leadership skills
- Effective communication and documentation skills primarily in case plans, psychosocial assessments, treatment plan objectives and pursuing goals
- Diverse background knowledge in conflict resolution, crisis interventions, financial interventions and urgent resources
- Highly organized with excellent interpersonal and communication skills, attention to detail, and time management
- Proactive and diligent in work flow and resolution of issues
- Strong coordination skills for grant activities with the team; ability to self-manage
- Knowledge of sound ethical management practices
- Commitment to keep and maintain confidentiality requirements
- Skillful in gathering and analysis of information, including ability to read and understand assessments and evaluations
- Ability to interact positively with clients and their families
- Culturally sensitive to Native American issues
- Knowledge of common chronic disease, mental health and infectious disease management and prevention techniques
- Excellent written and oral communications skills

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Candidate must also be able to engage and enforce active listening, critical thinking, empathy and setting strong boundaries; must be responsible for assisting tribal members emotionally, financially, mentally, physical and socially; and must be flexible and available after nontraditional working hours or develop a backup plan to assist in emergent situations. Reasonable

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

Education/Experience:

- Master's degree in Social Work required;
- At least eight (8) years of related community health or social services experience required;
- At least three (3) years' experience at a management level for direct patient care services required;
- Experience in grant/contract administration and budgeting required; and
- Project management experience required.

Certificates and Licenses:

- Registered Social Worker license or higher equivalent is required
- HIPAA certification required
- Must possess a valid State Driver's License and be insurable to drive company vehicles
- Must successfully pass a criminal background check

Supervisory Responsibilities:

This job has supervisory responsibilities

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is in an office setting with a noise level that is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires walking, sitting, standing; reaching, and bending. Must be able to lift up to 5-10 lbs.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested;
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

NATIVE AMERICAN PREFERENCE

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
or
HR@tunica.org