

SHINNECOCK INDIAN NATION

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POSITION DESCRIPTION & VACANCY ANNOUNCEMENT

Job Title: Health and Community Services Director

Reports To: Executive Director of Tribal Operations

Department: Department of Health and Community Services

Job Status: Full Time, Exempt

Salary Range: Commensurate with Experience

Posting End Date: Wednesday, October 19th, 2022

Primary Responsibility: Perform complex, professional and administrative work overseeing and coordinating the daily activities of various Programs within the Department of Health and Community Services. Planning, organizing, staffing and directing the Department internal operations. The Director will work toward a unified implementation of Health and Community Services operations which include but are not limited to program implementation, supervision and fiscal responsibility. Supervise and manage all department functions with direct administrative supervision of department managers and directors.

- Responsible for the administration of all services provided through the Health and Community Services Department. Maintain and develop Programs to include but not limited to: Public Health, Senior Citizens, Social Services, Early Child Development, Health and Wellness, Adult Mental Health Services, Adult Protective Services, Programs for Children with Special Needs, Jail Support Services, Children Protective Services, Child Support Services, Family and Employment Support, Youth Justice Court Services and Foster Care, Indian Child Welfare Act Services, Community Health, Environmental Health, Women, Infants, and Children (WIC), etc.
- Work requires an extensive understanding of organizational development.
- Monitoring legislation, trends, national and Indian Country best practices to establish short and long-term planning for effective delivery of health and community services programs including the research, preparation and administration of new and existing funding opportunities.

- Applying strategic, forward thinking to the development of the Departments annual budget, evaluating the Departments needs and fiscal condition while seeking opportunities for improvement and increased cost effectiveness.
- Review and authorize program development at all levels. Work with external organizations to receive input on services and programs and to develop meaningful partnerships.
- Develop marketing and communications plans. Understand demographics and determine long and short-range plans.
- Direct staff in all community services functions by making site visits, reviewing reports and attending meetings, conferences, planning and evaluation sessions.
- Has responsibility for departmental budgets and presents the budgets to the Executive Director, Council of Trustees, and General Council for approval.
- Monitor progress toward fiscal objectives and adjusts plans as necessary to reach them.
- Work requires managing and monitoring work performance of Program Leads including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
- Make presentations and answer questions regarding Department
- Identify and determine appropriate methods for deploying Health and Community Services technical, financial, and operational resources to optimize outcomes through an annually reviewed Strategic Plan which is submitted with the budget.
- Work to identify the health needs of the Nation.
- Ability to communicate ideas effectively orally and in writing.
- Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.
- Skills in problem-solving, conflict resolution, and group facilitation.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- Synthesize complex or diverse information.
- Work well in group problem solving situations.
- Respond to requests for service and assistance.
- Maintain confidentiality.
- Speak clearly and persuasively in positive or negative situations; Demonstrate group presentation skills; Participate in meetings.
- Exhibit objectivity and openness to others' views.
- Write clearly and informatively.
- Communicate changes effectively.
- Provide vision and inspiration to peers.
- Look for ways to improve and promote quality.
- Inspire respect and trust.

- Align work with strategic goals.
- Work with integrity and ethically; Uphold organizational values.
- Follow policies and procedures.
- Develop strategies to achieve organizational goals.
- Able to deal with frequent change, delays, or unexpected events.
- Treat others with respect and consideration regardless of their status or position.

Education/Experience:

A Master's degree in public health, social services, business or public administration, or a closely related field may substitute for one (1) year of six (6) years required supervisory experience. Candidates will be evaluated based on their qualifications and career history presented through their submittal of a comprehensive package of information outlining career highlights and notable achievements.

Language Ability:

Must possess excellent analytical abilities and verbal/written communication, organization, and presentation skills. Applicants may be required to submit documented writing ability.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to exercise independent decisionmaking and the ability to communicate with counterpart staff in other agencies and tribal entities.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software, email software, internet software, database software and high level of computer proficiency in Microsoft Office Suite.

Certificates and Licenses:

Must possess a valid driver's license.

Environmental:

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.

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 position will require travel and irregular work hours. The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and walk.

Additional Requirements:

Must submit to and pass a pre-employment drug/substance toxicology screening.

SUBMIT RESUME TO: Kylecause@shinnecock.org, by fax (631)283-0751 or to the Nation's mailing address above.