Tribal Health Program Support (THPS) Director

The Tribal Health Program Support (THPS) Director is responsible for developing and implementing programs, functions, services and activities in fulfillment of the USET 638 contract/scope of work. The incumbent provides support to the USET Executive Director, Health Committee Chairperson, Tribal Health Directors, Board of Directors and Tribal Leaders serving on various Committees, Workgroups, Task Forces, etc. by serving as a primary resource for current health related information. Incumbent also serves as liaison between USET Tribal Nations and various health agencies and organizations to ensure that the USET Tribal Nations are represented, and their interests are protected and promoted at the national level. The incumbent has direct supervisory responsibility for employees/contractors/consultants hired/retained under the Tribal Health Program Support Office.

Exempt/Non-Exempt and Salary Range:
The THPS Director is an exempt position with a salary range starting at $85,778.

Reporting Relationship:
The THPS Director is supervised by the USET Executive Director.

Duties and Responsibilities:
1. Responsible for direct program administration and oversight of the following programs: Tribal Epidemiology Center, Center for Disease Control Good Health & Wellness, Dental and Diabetes, budget management, strategic planning and overall leadership of personnel within the Tribal Health Program Support Office.
2. Responsible for overall budget development, planning, management, coordination and implementation of programmatic, administrative and operational activities within the department.
3. Responsible for development and analysis of monthly department budget to include staffing and operational needs; monitor and review budget execution and program expenditures; prioritize and allocate program resources; request budget amendments as necessary.
4. Prepares the annual 638 contract and annual funding documents for submission to Indian Health Service (IHS) for negotiations. Development and implementation of programs, functions, services and activities in fulfillment of the IHS 638 contract scope of work.
5. Provides guidance and support to the USET Executive Director of changing developments in health programs, policies, regulations and legislation that may require USET attention and action.
6. Represents USET at the national, area and/or local level by attending meetings, conferences and/or serving on committees; also prepares special reports for USET Executive Director, Health Committee Chairperson, Board of Directors and Tribal Leaders serving on various Committees, Workgroups, Task Forces, etc. which include recommendations for action.
7. Provides administrative support to the USET Health Committee Chairperson, Tribal Health Directors, Board of Directors and Tribal Leaders serving on various Committees, Workgroups, Task Forces, etc. by coordinating meetings and conference calls, including preparation of meeting materials, presentations and position papers.
8. Acts as the liaison between USET Tribal Nations and federal/private agencies/organizations, also responsible for coordinating and facilitating Tribal consultation between USET Tribal Nations and these entities where applicable.

9. Researches, develops and maintains relationships with grant making entities within the DHHS-IHS, related federal agencies, and the general health care industry; includes, as necessary, attending conferences, writing/submitting proposals and coordinating presentations for the USET Tribal Health Program Support Office on behalf of USET Tribal Nations.

10. Coordinate partnership and collaboration with Nashville Area Office (NAO) staff and jointly provide orientation regarding USET Tribal Health Program Support Office, USET Health Committee, and NAO programs, functions, services and activities to new Tribal Health Directors and/or Tribal health personnel and IHS personnel.

11. Serves as a clearinghouse of information regarding the status of health programs, policies, regulations, legislation and health related advisements and disseminates current information in a timely manner.

12. Serves on the Senior Leadership Team within the organization.

13. Perform other duties as assigned by the Executive Director.

Qualifications and Requirements:

1. Minimum of a Bachelor’s Degree in Health Administration or closely related field obtained from an accredited college or university that has equipped the applicant with the specific knowledge, skills and abilities to successfully perform the duties of the position.

2. Minimum of five (5) years experience working with Tribal health programs, including health planning, management and analysis of health policy issues.

3. Cultural sensitivity/ability to work within the customs and traditions of various Tribal Nations; specifically, those within the USET Region.

4. Must possess excellent verbal and written communication and organizational skills.

5. Strong computer literacy and proficiency (including Microsoft Suite and Office 365).

6. Position requires extensive travel and irregular work hours.

Hiring preference shall be given to American Indians/Alaska Natives