



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

<b>Job Title:</b>	<b>CHR Manager</b>	<b>Open Date:</b>	<b>October 24, 2024</b>
<b>SL Program:</b>	<b>Tribal Health</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective: To coordinate and manage a community based outreach program and to promote health within the community**

**Major Duties & Responsibilities**

- Plans and coordinates comprehensive system with Indian Health Service, state and federal planning agencies as program develops
- Develops and implements the goals, objectives and priorities for the Community Health Representative (CHR) Program
- Knowledge of organization principles associated with coordinating, consulting and operations of the CHR Program
- Ensures the CHR Program meets Scope of Work (SoW) requirements
- Must adhere to the transportation policy and modify as needed
- Coordinates and oversees the transportation needs of clients to meet the required medical schedules and appointments
- Designs and structures program’s system for provision of services
- Defines, groups, and assigns job duties and projects; accomplishes the activities assigned
- Supervises CHR staff, issues instructions and orders, communicates assignments and expectations in a clear, concise manner
- Ability to work independently without constant supervision
- Motivates staff so that the program’s objectives are accomplished
- Monitors day-to-day activities and plans appropriately for the week
- Monitors fiscal accountability and provides overall fiscal management
- Responsible for compiling and submitting monthly reports at scheduled due date
- Provides CHR program orientation to new staff and ongoing education to all staff
- Provides presentations to outside organizations, agencies or institutions to educate about CHR program; must also be able to communicate clearly with oral and written presentations
- Develops and plans health education programs for the communities; participates in community health events
- Ability to maintain Confidentiality
- Occasion out of town travel required for the purpose of maintaining education requirements and management meetings with Great Plains Area CHR Coordinator
- Reports to the Tribal Health Director
- Other duties as assigned by Tribal Health Director

**Qualifications, Experience and education required:**

- Must have a valid North Dakota driver’s license; must be able to operate a motor vehicle

- Participate in Drug Testing (Pre-employment, Random and Post-accident)
- Ability to pass background investigation; fingerprinting will be required
- Must have basic computer skills and understand Microsoft Office and understand audio/visual equipment
- Must be able to lift up to 50 lbs
- Associate's Degree from an accredited college in related field (Health, Business, Liberal Arts)
- Knowledge of Spirit Lake Policies and Procedures
- CNA (Certified Nursing Assistant) or CHR National Certification with no license or certification restrictions
- Must be willing to obtain EMR (Emergency Medical Responder) and EVOC (Emergency Vehicles Operator Course) within one (1) year of employment
- Must be CPR/First Aid certified or obtain certification within six (6) months of hire
- It is recommended but not required that applicant obtains or has obtained an Associate of Arts Degree from an accredited institution
- It is recommended but not required that applicant has a minimum of two (2) years of supervisory experience

<b>Job Role:</b>	CHR Manager	<b>Company Industry:</b>	Spirit Lake Tribe/Tribal Health Director
<b>Exempt/Non-exempt</b>	Exempt		
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Spirit Lake Tribal Health Director
<b>Grade:</b>	16	<b>Manages Others:</b>	Yes 4 CHR
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:rcrosswhite@spiritlakenation.com">rcrosswhite@spiritlakenation.com</a> or <a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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