

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Public Health Director**

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<b>EXEMPT: Yes</b>	<b>JOB CODE: N/A</b>
<b>TARGET SALARY: \$45.00 to \$48.00/DOQ</b>	<b>SHIFT: M-F 8-5 Flex</b>
<b>PROGRAM: Clinic</b>	<b>LOCATION: 250 Fort Street</b>
<b>REPORTS TO: Health Director</b>	

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**SUMMARY:** The Public Health Director will be responsible for building and leading the Makah Public Health Department. This includes, management, direction, planning and evaluation of all operations of the Makah Public Health Department. The Public Health Director would be responsible for directing and providing a full range of public health services including:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Conduct community assessments, health investigations/surveillance and emergency preparedness activities.

Prepares and maintains a system of communications and collaborations with local, State, regional and national health groups and agencies.

Identifies public health needs.

Investigate and secure financial support for programs.

Manages public health grants, including budget management, planning, implementation and reporting as required by assigned grants.

Works with Health Director, STIHC leadership, and Wellness Team as assigned to provide public health support, research and public health plans to achieve STIHC goals.

Collects, complies and analyzes existing data to prepare detailed reports to be shared with STIHC, Tribal authorities and the local community.

Designs and implements Community Health community-based health promotion and intervention programs and activities as informed by Community Health Assessment and Community Transformation Implementation Plan.

Monitors and evaluates effectiveness of programs and uses results to guide future program management and design.



Ensures that programs honor Traditional Makah Ways of Wellness.

Consults and coordinates with county, state and federal health officials and representatives of local public health agencies in the enforcement of health laws, reporting of Notifiable Conditions, and the development of programs to meet public health needs.

Serves as the STIHC Liaison with PHEPHR and Makah Emergency Management to plan for and respond to public health emergencies.

Plans, organizes, and directs the work of professional technical and administrative staff engaged in the delivery of public health services. Determines types and levels of services and programs to be provided and standards by which services and programs will be monitored and evaluated.

Directs the preparation of annual and quarterly budgets.

Oversees application process for public health accreditation including communicating with National Indian Health Board, completing necessary tasks, working in collaboration with other health departments, and organizing all necessary documentation for accreditation process.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises up to two employees in the program. Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws. Responsibilities include writing job descriptions, interviewing, and training employees; planning, assigning, and directing work; appraising performance; disciplining employee, addressing complaints, and resolving problems.

### **QUALIFICATIONS REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

A Master's degree in Public Health or equivalent. Public Health nursing experience desired.

Minimum two years' experience supervising, hiring, and directing staff.

Experience with public health policy and standards.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Demonstrate an ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Ability to write articles for publication that conform to prescribed style and format. Must have the ability to effectively present information to top management, and public groups.



**MATHEMATICAL SKILLS**

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

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Have an ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATION**

Must have a valid Washington State Driver's license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have a current First Aid/CPR certification.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

**OTHER SKILLS AND ABILITIES**

Must have excellent computer skills including conducting literature searches & using statistical & survey analysis software (i.e., Epi Info, SPSS, MaAXQDA).

Ability to communicate effectively with lay community, health care professionals, community leaders & national public health specialists.

Knowledge of demographic and data collections & analysis methods.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices and priorities, of the office. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**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.



The work is mostly sedentary although there is some walking, standing, bending, and occasional lifting of heavy objects.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

Most of the work is performed in an office setting. Some work may be performed in community settings. Incumbent must have a valid state driver's license to travel for tribal business.

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: January 23, 2024  
CLOSE: February 8, 2024**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to



hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.