

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Maternal/Child Program Manager

EXEMPT: Yes	JOB CODE: N/A
TARGET SALARY: \$45.00 to \$48.00/DOQ	SHIFT: M-F 8-5 Flex
PROGRAM: Clinic	LOCATION: MTC Bldg. 7
REPORTS TO: Health Director	

SUMMARY: The Maternal/Child Program Manager will be responsible for developing and administering the Maternal Child Health program. The Maternal Child Health program provides services to perinatal women, including prevention services, social supports, outreach services and education for pregnant women, children and women of child-bearing ages. Through these services, this position will strengthen the Makah Tribe by improving the overall maternal/child health status of Makah Tribal Members and their families/caregivers. This position includes responsibility for grant management.

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.

Program Planning and Management

Develop the Maternal Child Health program through a comprehensive needs assessment. Develop the written Maternal Child Health Program based to include services for specialty health services for the maternal/child patient population in Neah Bay. Services to include, but not limited to, case management, arranging for/scheduling prenatal visits, assistance in signing up for and attending support programs, social support, and individual/group education.

Communications and Outreach

Develop the overall communication plan for the Maternal Child Health program services to the Neah Bay community. Develop outreach events and strategies for community based perinatal, reproductive and child health education.

Case Management

Maintain panels of perinatal, children, and women of child-bearing age. Develop written plans to provide home visiting, phone calls, and in-office visits, referral assistance utilizing local resources and health team providers as appropriate. Supervise the case management services provided by the two Community Health Workers.

Grants Management

Provide management of the Community Health Workers grant, the Medicaid Transformation grant, and the WIC grant.

Consult with the public health director, health director, designated STIHC Maternal Child Health provider, OB provider and STIHC management to ensure program goals are collaborative with the overall scope of STIHC services.

WIC

Serve as WIC coordinator. Provide outreach, social supports and information sharing to the maternal/child population in accordance with the WIC program. Will complete and submit reporting requirements and other administrative requirements to maintain compliance with WIC regulations.

SUPERVISORY RESPONSIBILITIES

Directly supervises WIC Certifier and two Community Health Workers. 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; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Must have an RN College of Nursing, accompanied by current nursing license.

Demonstrated experience and interest in Maternal Child Health (lived personal experience included)

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 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.

Must have a current First Aid/CPR certification.

OTHER SKILLS AND ABILITIES

Must have excellent computer skills including data management (Microsoft Excel as a minimum), word processing/document production and management, internet and database research skills.

Ability to communicate effectively with community members, 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.

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

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.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against measles, and rubella. Must provide official documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

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 (PLEASE NOTE NEW EMAIL ADDRESS)

OPEN: April 18, 2024

CLOSE: May 6, 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.