



# MESCALERO APACHE TRIBE

## Position Description

**Position Title:** CHR Director  
**Department:** CHR  
**Employment Status:** Exempt  
**Grade:** E3

### Job Summary

Accomplishes the CHR Department's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain program activities. Works to improve health conditions for Mescalero Apache Tribe.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and daily assignments to staff.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Prioritizes health related referrals and activities.
- Ensures compliance with program operation and IHS 638.
- Provides in-service trainings to staff on a routine basis.
- Assists with health screenings.
- Maintains positive relations with community members and agencies by administering the CHR program. Provides training and education on health and wellness.
- Communicates with local, state, regional, and outside agencies and associations.
- Provides direct client care as needed.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Evaluates all programs to plan and implement priorities to meet the health needs of the community.
- Ensures all CHR staff is well trained in basic community health concepts and are knowledgeable in providing health promotion, disease prevention and advocating good health care for the community members.
- Collects, analyzes, organizes, and provides Tribal officials with information on health and health-related legislative issues and proposed health legislation activities.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Performs other duties as assigned.

## **Minimum Qualifications**

- Bachelor's Degree or Higher.
- First Aid and CPR Certified.
- Five years CHR, patient care, or health care experience. One year in a management or supervisory capacity.
- Bi-lingual English/Apache preferred.
- Must have a valid NM Driver's License.
- Must have reliable transportation.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

## **Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of HIS Grants, Policy and Procedures of the Mescalero Apache Tribe.
- Knowledge of the development, preparations, and control of HIS Grants budgets.
- Knowledge of health related issues, medical terminology, and health and child care education.
- Knowledge of records management procedures.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to interpret applicable federal, state, county, and local laws, regulations, requirements, ordinances, and legislation.

## **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

Work is performed in patient homes, on the road, and within the community with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine basis. Situations where caution must be exercised sometimes occur when contacting individuals at home. Evening, weekend, and/or holiday may be required. Travel is required. Extended hours and irregular shifts may be required.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
HR Representative                      Date