***VACANCY ANNOUNCEMENT***

POSITION: TEAMS Director

DEPARTMENT: Teach Assist Enroll Medicare/Medicaid Member Service (TEAMS), Department of Health

LOCATION: El Reno, Oklahoma

ISSUE DATE: December 5, 2022  CLOSING DATE: December 16, 2022

DUTIES AND RESPONSIBILITIES:

This position shall be under the Executive Director, Department of Health. The Program Director is responsible to supervise and coordinate the TEAMS staff, program activities, administrative procedures, and enrollment of new Medicare/Medicaid clients.

MAJOR DUTIES AND RESPONSIBILITIES:

- Manages the overall administration of the TEAMS Program using independent judgment under the operating procedures of the Tribes, and reviews/approves reports and other correspondence. The incumbent keeps the Executive Director, Department of Health informed on sensitive or difficult issues.

- Supervise the program staff and approves leave/hours worked, assignment of duties, development of training plans, initiates personnel actions according to tribal policy, performs annual staff performance evaluations according to Department policies.

- Address employee/client grievances, complaints and addresses ways to resolve issues in accordance with established policies.

- Provides guidance, instruction, and technical assistance in the design and implementation of the various program components.

- Manages support services including the budget, personnel, planning, communications, data collection and analysis and evaluation procedures.

- Conducts regular meetings with staff to assure consistent approach and resolution of program problems.

- Additional duties include overseeing the administration of the new Money Follows the Person grant and approval of the financial for program.

- Monthly/quarterly reporting and close out of the program reports.
SKILLS AND ATTRIBUTES:

• Knowledge of Tribal Government structure
• Policies and procedures in administration including finance, personnel, planning, data systems and evaluation methods.
• Federal rules and regulation that apply to administration of IHS grant programs.
• Skills in supervising and providing direction and motivating staff personnel.
• Must be able to communicate effectively orally and in writing.

QUALIFICATIONS:

• Bachelor degree, and (2) years of supervisory experience
• Scheduling experience
• Administrative duties experience
  Must have initiative in assuming responsibilities,
• Supervising subordinates, and ability to work cooperatively with professionals as well as people in the communities. Note: No substitution is allowed for required supervisory experience.
• Must possess a valid Oklahoma Driver’s License and have dependable transportation.
• Must be able to provide a Motor Vehicle Report and be insurable by tribes
• Must pass an OSBI Background Investigation
• Must be able to pass alcohol and drug testing
• Cheyenne-Arapaho Preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: 
atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov