



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Gookomis Endaad Director**
SUPERVISOR: Peter Christensen Health Director
LOCATION: Gookomis Endaad – Community-Based Residential Facility
POST DATE: December 7, 2022
CLOSING DATE: Open until filled

General Description: The Gookomis Endaad Director shall manage the daily operations of the Gookomis Endaad Residential Treatment Center, including but not limited to, resident care and services, personnel, finances, and physical plant. The Gookomis Endaad Director shall provide the supervision necessary to ensure that the residents receive proper care and treatment, that their health and safety are protected and promoted and that their rights are respected. The Gookomis Endaad Director shall be responsible for the training and competency of all employees.

Qualifications: Pursuant to Wis. DHS 83.15, the administrator shall be at least 21 years of age and shall have any one of the following qualifications: 1) a Bachelor's degree in a field other than health care from an accredited college and a minimum of one to two years' experience working in a health care related field having direct contact with one or more of the client groups identified under DHS 83.02(16); 2) and have successfully completed an assisted living administrator's training course approved by the department or the department's designee; 3) a valid nursing home administrator's license issued by the department of safety and professional service. Minimum of five (5) years of prior administration and supervisory experience with a proven positive experience in grant management and compliance, fiscal management, policy development, and staff development.

Persons who are the qualified administrator of record with the department of a CBRF on April 1, 2009, shall be exempt from the qualification requirements specified above.

Salary: Negotiable/ Dependent upon qualifications

How to Apply: Submit your application for employment, resume, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

- Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy. **This position is open only to American Indian/Alaskan Native persons.**

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

A. **TITLE OF POSITION:** Gookomis Endaad Director

B. **DEPARTMENT:** Health & Human Services

C. **SUPERVISOR'S TITLE:** Peter Christensen Health Director

D. DESCRIPTION OF DUTIES: The Gookomis Endaad Director shall supervise the daily operations of the Gookomis Endaad Residential Treatment Center, including but not limited to, resident care and services, personnel, finances, and physical plant. The Gookomis Endaad Director shall provide the supervision necessary to ensure that the residents receive proper care and treatment, that their health and safety are protected and promoted and that their rights are respected. The Gookomis Endaad Director shall be responsible for the training and competency of all employees.

Facility Administration

1. Supervise the daily operations, including but not limited to: resident care and services, personnel, finances, and physical plant.
2. Provide the supervision necessary to ensure that the residents receive proper care and treatment, that their health and safety are protected and promoted and that their rights are respected.
3. The administrator shall ensure program compliance with regulatory bodies and licensure including but not limited to WI Administrative Code DHS 83 – *Community Based Residential Facilities*, DHS 75.03, 75.13, & 75.14 - *Community Substance Abuse Service Standards*, and DHS 35 - *Outpatient Mental Health Clinics*.
4. Ensures the facility achieves and maintains compliance with state and federal laws, regulations, operational policies, procedures, licensure, certification, and accreditation standards.
5. Establishes goals, objectives and priorities for the facility and guides implementation.
6. Establishes and maintains communication with all team members, stakeholders, patients, and management; promotes cooperation, consensus, and exchange of information.
7. Manages the facility's team members including but not limited to scheduling, employee relations, hiring and termination, and training and orientation.
8. Represents program with tribe, state and local officials, media venues, federal monitors, community representatives, interest groups, and members of the public to develop positive public relations.
9. Monitors expenditures within the budget appropriation and monitors the facility's changing operational demands, budgets, and allocates resources.
10. Establishes and manages contracts with Indian Health Services, Department of Corrections, county/state placing agencies, and tribes.

11. Ensure financial sustainability through the managing of contracts, third party billing, and innovative marketing platform.
12. Develops or approves procedures and standards; determines organizational structure, work operations and initiates adjustments to reflect changes in overall objectives as needed.
13. Directs contract administration for program delivery, operational support and service/maintenance vendors; assists with negotiating required contract renewals for the operation and ongoing licensure.
14. Assist in the Continuous Quality Improvement Program (CQI) for residential treatment.

Planning and Development

1. Develops and integrates new programs and services in response to tribe, state and/or federal mandates and best practices.
2. Coordinates with health and human services managers and division personnel to optimize budget efficiencies within the parameters of good patient care and licensure, certification, and accreditation standards.
3. Provides direction and oversight for institutional budget development and planning processes by analyzing and evaluating proposed allocations, expenditures and compliance issues.
4. Facilitates meetings with team members and other private and public agencies to identify needs, develop and evaluate model programs and implementations procedures.
5. Develops and interprets policies, procedures and standards to achieve consistency, clarity, and adherence to requirements.
6. Creates and implements emergency response plans for security breaches, natural disasters, and equipment or building failures to prevent or mitigate threats to patients, team members, and visitors.
7. Defines, implements, and encourages a culture that promotes patient recovery and inclusion within a supportive, welcoming, community environment.

General Requirements

1. Ensure integration of Anishinaabeg culture and values throughout programming.
2. Information exchanges often involve complex issues in which the parties involved may have different objectives. Incumbent must be able to present complex information in a persuasive or compelling fashion.
3. Effective exchanges may require motivating, directing, or otherwise exerting control or influence on another. Such exchanges may have a substantial impact on the patient, family, and community.
4. Compromise and concession making may be required to accomplish the desired objectives.
5. The incumbent may represent the patient, family, or community, or Band at outside hearings, meetings, and other public events. Must be able to represent the Band in a positive fashion.
6. Must be able to maintain a professional demeanor and poise in situations requiring tactful and appropriate use of authority.

7. The incumbent must be able to express information to individuals or groups effectively, taking into account the audience and nature of the information.
8. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily face to face contact with residents, providers, and team members
2. **External:** Frequent contact with service providers, vendors. May represent the patient, family or community. Must be able to represent the Band in a positive fashion.

F. SUPERVISORY RESPONSIBILITIES: Manage and supervise the daily operations, including but not limited to: resident care and services, personnel, finances, and physical plant.

G. SUPERVISION RECEIVED: Peter Christensen Health Center Director/ Health and Human Services Administrator

H. EDUCATION: Pursuant to Wis. DHS 83.15, the administrator shall be at least 21 years of age and shall have any one of the following qualifications: 1) a Bachelor's degree in a field other than health care from an accredited college and minimum of one to two years' experience working in a health care related field having direct contact with one or more of the client groups identified under DHS 83.02(16); 2) have successfully completed an assisted living administrator's training course approved by the department or the department's designee 3) A valid nursing home administrator's license issued by the department of safety and professional service.

Persons who are the qualified administrator of record with the department of a CBRF on April 1, 2009, shall be exempt from the qualification requirements specified above.

I. EXPERIENCE: Minimum of five (5) years of prior administration and supervisory experience with a proven positive experience in grant management and compliance, fiscal management, policy development, and staff development.

J. SKILLS:

- Ability to manage time effectively, promote positive team culture, and to communicate effectively including writing, public speaking, and with team members/ key stakeholders.
- Extensive knowledge of grants, government contracts is required. Knowledge of third-party billing, Indian Health Services, and federally qualified health centers is preferred.
- Extensive knowledge and experience of Anishinaabeg communities' culture, ceremonial practices, and values is required.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Nature of work is such that the incumbent will experience regular periods of moderate to high stress levels. Primary sources of stress deal patient issues, finances, and workload. Hours vary and are based off of agency needs; with occasional work on holidays and weekends. Will be on a 24/7 "on call" system covering emergency situations. Local travel is required, limited travel outside the state is also required.

2. **Exposure to Hazards:** Moderate threat of personal danger or risk. Daily exposure to communicable and infectious disease.
3. **Physical Requirements:** Must be able to demonstrate screening and physical examination in the past 3 months or complete screening and physical examination requirements within 90 days of employment.

L. **BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Gookomis Endaad Director to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name of the Lac du Flambeau tribe will not be tolerated and will be subject to disciplinary action.

M. **OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Must obtain training for standard precautions, fire safety, first aid and choking, and medication administration and management within 90 days of starting employment. Caregiver background check required and shall be conducted every 4 years thereafter. Employee must provide proof of immunity to measles, mumps, rubella, varicella at the time of employment and submit to a TB test. Employees must show proof of a full series (either one dose or two-dose) of COVID-19 immunization upon hire OR have an approved religious or medical exemption approved prior to start date. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Employee Date

Manager Date

Previously signed
Tribal Administrator Date

Previously signed
Human Resources Director Date