



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Health and Human Services Administrator  
**SUPERVISOR:** Tribal Council  
**LOCATION:** William Wildcat Tribal Center  
**POST DATE:** May 15, 2025  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to ensure sustainability of programming, proposing relevant policy and legislation to the Tribal Council, and collaborating within the Health and Human Services outside entities. The Administrator established and articulates strategic organizational priorities and operating principles for the management and delivery of all services of the Lac du Flambeau Health and Human Services with collaboration and coordination with the Tribal Operations Administrator. **Tribal Council Members are ineligible due to direct supervision responsibilities. The HHS Administrator cannot sit on any tribal committees or designated boards.**

**Qualifications:** Bachelor's degree in Business, Health or Human Services, Public or Tribal Administration, or related field is required with at least 7-10 years of experience in managerial capacity in a Health or Human Services field with at least a one-million-dollar operational budget is required. Master's degree is highly preferred. Must possess and maintain a valid driver's license and be insurable.

**Salary:** Negotiable depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or 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](mailto: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.

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

**A. TITLE OF POSITION:** Health and Human Services Administrator

**B. DEPARTMENT:** Administration

**C. SUPERVISOR'S TITLE:** Tribal Council

**D. DESCRIPTION OF DUTIES:** The Health and Human Services (HHS) Administrator is responsible for ensuring sustainability of programming, proposing relevant policy and legislation to the tribal council, and collaborating within the Health and Human Services outside entities. The HHS Administrator establishes and articulates strategic organizational priorities and operating principles for the management and delivery of all services the Lac du Flambeau Health and Human Services with collaboration and coordination with the Tribal Operations Administrator. Provides direction and leadership to ensure the highest quality health outcomes for the Lac du Flambeau community. Specific responsibilities may include but are not limited to the following:

1. Manages and provides oversight of operations through Health and Human Services Directors or Program Managers who oversee the delivery of services organized into the following service areas: Peter Christensen Health Center (PCHC), Peter Christensen Dental Clinic (PCDC), Indian Child Welfare/Family Services, Economic Support, Aging and Disability Elder Services, Veterans Services, Child Support, Domestic Abuse, Emergency Shelter, Food Distribution Business offices, and Quality Assurance, supporting the development and integration of Service Directors and Program Managers across Lac du Flambeau Health and Human Services Areas, as part to the Tribe's continuum of care.
2. Sets objectives and maintains goals within the framework of the Indian Self Determination and Education Assistance and in accordance with overall IHS goals, priorities and policy while promoting tribal self-governance. Directs and supervises an executive, professional, and administrative staff in planning, developing, coordinating, and managing health and human service programs of preventive, curative and environmental and traditional health services for the community.
3. Plans, designs, implements, evaluates, and adjusts strategies to enhance the quality and reduce the cost of delivering services administered by Lac du Flambeau Health and Human Services. Establishes performance standards and measurements for services reporting directly to the Tribal Council. Develops standard operating procedures.
4. Attends necessary Tribal Council and Tribal Administration meetings as well as participates on various internal committees not limited to Health Insurance Workgroup, Administrative Financial/HR/Legal Team meetings.
5. Involved and assists with HHS Program Tribal General Fund submittal and processes.
6. Collaborate and participate in any ongoing legal matters relating to the tribal government.
7. Develops proving for services and plans, implements and oversees the Health and Human Services budgets for activities on an annual basis. Ensures financial operations are

carried out to properly account for and bill for all services provided. Ensures that all accounting practices align with Tribal Operation requirements.

8. Identifies, recruits and retains individuals to ensure a high performing workforce. Employs techniques and strategies to promote a positive work environment that encourages individual initiative, employee accountability and the improvement of work processes. Supports the development of all Health and Human Service Directors, Program Managers and support staff and their understanding of and functioning with other Service Areas within Health and Human Services.
9. Develops and maintains a coordinated business and strategic financial development plan that identifies opportunities to increase Lac du Flambeau's Health and Human Services to the benefit of the community, employs strategies and techniques designed to educate potential partners about the services offered by the Lac du Flambeau Health and Human Services.
10. Ensures community needs are understood and that concerns are proactively addressed. Develops and maintains a large and active network of senior level contacts across the governments, at both existing and potential partnership agencies. Implements and monitors initiatives and objectives required for effective, responsive customer service programs, and provides leadership, guidance, and problem resolution.
11. Cultivates contacts with leaders of those providing similar services and shared service providers in both the public and private sectors in order to benchmark new projects and ongoing operations, improve community service and collaborate on issues of mutual interest.
12. Conducts a continuing, comprehensive evaluation of the tribal organizational response to conflicting and competing demands, generated by outside political, socioeconomic and environmental influences, and procedural and technological innovations and improvements.
13. Promotes quality standards of practice and outcomes of each Health and Human Service Area through the accreditation process and tribal and federal requirements, as needed. Is accountable to ensure that Health and Human Services facilities meet quality of care requirements and quality standards and that all service areas are surveyed by accrediting organizations and the Center for Medicare and Medicaid Services (CMS).
14. Collaborates with tribes, states and federal partners on the integration of best practices, legislative issues and common interests for the promotion of optimal tribal health and human services delivery.
15. Meets regularly with program managers/supervisors to ensure effective delivery, improvement and coordination of services, including contractual and agreement oversight.
16. Coordinates assigned areas of responsibility with other Program directors to develop effective alternatives for the management and administration of programs within the Tribe's overall administrative structure.
17. Develops, in conjunction with appropriate policy/advisory groups, funding proposals necessary to improve and/or expand services.
18. Manages and supervises Health & Human Service Directors and Managers; plans and organizes workloads and staff assignments; and evaluates assigned staff; reviews progress and directs changes as needed.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with the Tribal Council, Tribal Operations Administrator, Financial Officers, Directors, Program Managers, legal and support staff.
2. **External:** Frequent contact with tribal and community partners, Indian Health Services, State, Federal, and other Tribal Officials.

**F. SUPERVISORY RESPONSIBILITIES:** Lac du Flambeau Health and Human Service Areas

**G. SUPERVISION RECEIVED:** Tribal Council

**H. EDUCATION:** Bachelor's degree in Business, Health or Human Services, Public or Tribal Administration, or related field is required with at least 7-10 years of experience in managerial capacity in a Health or Human Services field with at least a one-million-dollar operational budget is required. Master's degree is highly preferred.

**I. TECHNICAL QUALIFICATIONS:**

1. Demonstrated experience leading and managing a comprehensive program either in providing administrative services, or providing any type of service on a fee for service basis or both.
2. Demonstrated experience in the oversight of a medical facility or department and knowledge of quality care requirements, accreditation standards, and healthcare and human services management process.
3. Demonstrated experience and working knowledge of disseminating information to those service and the general public. Including Federal, State, Local, and Tribal governments and organizations and Indian community organizations.
4. Demonstrated experience in applying innovative business strategies and practices for a large complex entity, including performance measurement, budget administration, information technology, resources management, productivity improvement, development and implementation of innovative solutions and successful communications technique.
5. Demonstrated experience in systematically managing existing and expanding operations by determining community and tribal needs and crafting innovative solutions; mapping the marketplace and identifying potential relationships for solutions; crafting outreach campaigns to develop relationships for the purpose of community resource development; optimal, integrated and efficient community health and human services development.
6. Demonstrated knowledge of the Indian Health Care Improvement Act and the Indian Self Determination Act, as well as the Indian Health Service Federal Health Care Delivery Systems (federal, tribal, and urban).

**J. DESIRABLE QUALIFICATIONS:**

1. A dynamic executive who has experience leading complex administrative service-delivery organizations in a tribal environment. Experience in leading organizations through transformations to ensure that their service offerings properly align with

community, tribal, and client needs. Managing significant change initiatives in organizations with multiple priorities, service offerings, and systems initiatives through collaboration and mutual objectives. Experience demonstrating leadership qualities in the medical, behavioral or occupational health services arena.

2. Demonstrated experience in improving client satisfaction. Ability to approach community, tribal, and client challenges with the intention of delivering appropriate and helpful solutions to their needs.
3. Ability to demonstrate ways in which he/she has not only personally adopted this attitude but put practices in place to ensure all those in the organization approach issues in this fashion.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office conditions
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Majority of the responsibilities include sitting, standing, or operating office equipment.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Health and Human Services Administrator 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 or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Must have a high level of integrity, trustworthiness, honesty, dedication, and loyalty. Must maintain a professional demeanor and exhibit behaviors that reflect in a positive manner on the Lac du Flambeau Band of Chippewa Indians, its employees, and its Tribal members. Must be willing and available to travel on behalf of the Tribe.

**N. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. 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.

**O. SIGNATURES:**

_____ <b>Employee</b>	_____ <b>Date</b>
_____ Previously signed	_____ Date
<b>Tribal Administrator</b>	<b>Date</b>

_____ <b>Manager</b>	_____ <b>Date</b>
_____ Previously signed	_____ Date
<b>Human Resource Director</b>	<b>Date</b>