

CHEYENNE RIVER SIOUX TRIBE  
BREAST & CERVICAL CANCER EARLY DETECTION PROGRAM (BCCEDP)  
TRIBAL HEALTH DEPARTMENT  
PROGRAM DIRECTOR

DESCRIPTION OF WORK

General Statement of Duties: This position directs the overall operation of the project, Women's Health Clinic and mammography unit; responsible for overseeing the implementation of accreditation, QA/QI/PD and project activities, coordination with all other agencies, development of materials, provision of services and training, conducting meetings; designs and directs the gathering, tabulating and interpreting of required data; responsible for overall evaluation of program, fiscal and contract management, staffing performance and quality assurance; and is the responsible authority for ensuring necessary reports/documentation are submitted to CDC, the Cheyenne River Sioux Tribe, accrediting and contacting agencies. Procures supplemental resources and approvals to appropriate regulatory bodies for research, funding, and activities to meet project objectives and move program forward. This position relates to all program objectives.

Coordinates program services with state and local resources to enhance existing preventive health care delivery systems for Native American women with the primary focus on screening for early detection of breast and cervical cancer. Administers program financial management system to focus on program services in promotion of women's preventive health care services. Writes the grant every year for continuation and every five years for a competitive grant. Demonstrates leadership and communicates effectively with federal and state agency administrators and legislators. Negotiates the screening contracts for mammograms every year. Participates in recruitment of women's health providers for clinic. Provides staff training for the program and grant. Represents the Cheyenne River BCCEDP at the local, state, tribal, and national levels by being lead agent in the preventive of cancer.

Supervision Received: Works under the immediate supervision of the Tribal Health CEO

Supervision Exercised: Supervises all employees within the Cheyenne River Breast & Cervical Early Detection Program.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Provides leadership and vision in the development of strategies to meet program goals and objectives.

Prepares monthly and annual reports for the Cheyenne River Sioux Tribe, which contains statistical data, narrative summary of program activities and financial status.

Recruits female providers to provide the pelvic examination with the Pap smear and breast examination at the screenings.

Recruits mammography services and schedules screening clinics.

Develops specific program plan to enhance present referral and follow-up systems and actively participate in the follow-up and referral plan.

Develops plan for outreach services to coordinate with CRST, I.H.S, BIA, State, and County services programs.

Develops teaching principles, forms and surveys to maintain accurate statistics for tracking and the evaluation process.

Plans, schedules and assists with screening clinics, classes, workshops, conferences, meetings, community forums, etc. relating to women's preventative health care issues or breast and cervical cancer to meet program goals and objectives.

Coordinates with the Community Health Nursing, Maternal Child Health, Tribal Health Education, I.H.S, and the Community Health Representatives in the provision of services and education during the screening clinic.

Coordinates with I.H.S, BIA, State, and County services programs in the provision of training and educational activities associated with breast and cervical cancer issues of women's wellness issues.

Acts as facilitator for the local Coalition for the Breast and Cervical Cancer Early Detection Program, assists with the development of local cancer support group and maintains membership to the state wide Coalition of the American Cancer Society and South Dakota Department of Health.

Coordinates with local resources for advertisement of program services, clinic screening scheduling, and educational opportunities focused on women's preventive health care of breast and cervical cancer issues.

Participates in all training to upgrade ability to administer and manage program functions, including the I.H.S Privacy Act Training.

Reviews patient charts, and records to determine eligibility in the cancer grant program according to applicable rules, regulations, and guidelines.

Plans, develops, and implements quality assurance monitors and quality improvement processes focused on evaluation and improvement of patient care outcomes.

Coordinates the development, implementation, and evaluation of the clinical guidelines and management of care with physicians and other health care team members.

Assists in third party-billing by documentation and proper coding for filing, clerking and billing.

Assists in budget, cuff accounts, ordering, and purchase orders.

Other job related duties as assigned.

## MINIMUM QUALIFICATIONS

Required, Knowledge, Skills, and Abilities: Ability to work independently, as well as a team member. Ability to prioritize. Ability to communicate well with a multitude of people. Ability to express ideas clearly in written and oral format. Willingness to learn computer skills. Must be willing to attend Privacy Act Training on a yearly basis. Must be willing to travel to training as required, in-state as well as out-of-state. Must be willing to travel to outlying clinics. Willingness to train in Breast & Cervical Cancer screening methods and protocols.

Education: Bachelor's degree in, healthcare administration/delivery, or a registered nurse from a professional nursing program approved by the State accrediting agency at the time the program was completed.

Experience: Incumbent must be knowledgeable in financial reporting and budget modifications. Three (3) years of experience related to healthcare delivery and at least two (2) years supervisory/management experience required.

Special Requirements: CPR certification is required. Must have a South Dakota Driver's License. Incumbent is subject to the CRST Drug and Alcohol Testing Policy and Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR.

Confidentiality: Confidentiality is very important when working with health problems. It is expected that all matters pertaining to individual problems will be kept confidential. This position is strictly prohibited from participating in political activity. This also pertains to personnel issues. Failure to comply will be cause for dismissal.

Revised Date: 6.27.2022