

**Ponca Tribe of Nebraska
Vacancy Announcement
(Closing Date of 8/10/10)**

Position Title: Tribal Health Planner
Location: Omaha
Salary: Grade 8 (\$40,809 - \$54,891)
Department: Health
Supervisor: Chief Executive Officer
FLSA Status: Exempt
Classification: Full time

Summary:

Incumbent will write grant proposals for additional health programs and resources for the Health Department. This will be accomplished by working closely with the tribal health team leaders. It will involve analyzing and assessing health data, trends, etc... and developing a strategy for increasing accessibility to these resources and services. It will also involve researching, developing, and coordinating the health grant activities in cooperation with Tribal Administration, Department Directors and external grant funding agencies.

Responsibilities and Duties:

1. Works close with the tribal health staff to perform assessments for the health needs and services provided which identify existing health care services and type of delivery system, program divisibility issues, health status indicators, needs met/unmet, volume projections and demand analysis.
2. Complete financial analysis and decision stage incorporating historical trends data, financial projections and new resource requirements for program and management costs and analysis of potential revenues from Federal/Non-Federal sources.
3. Actively searches out and reviews data and literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs.
4. Discusses program requirements and sources of funds available with tribal health staff and other members involved in planning activities.
5. Confers with departmental directors on multi-disciplinary grants to identify program needs and explain procedures necessary to pursue funding, develop proposed program goals and objectives, drafts budgets to outline allowable costs.
6. Responsible to write and submit assigned grant applications, according to grant/NOFA guidelines, to funding agency or foundation upon approval by Tribal Council.
7. Prepares assigned grant reports and formal communication with outside agencies and individuals and presents to the Team Leaders and/or Director's for review, approval and submits to required agencies.
8. Participates in initial program development during the post-award process to insure timely start-up of programs. Monitors assigned grant applications during the review process, participates in negotiations during the pre-approval process and makes necessary corrections as needed.
9. Maintains grant files for assigned grants in coordination with the Finance Master files.
10. Network with appropriate agencies and gathers grant materials to obtain necessary resources to assist in formulation of health programs.

11. As deemed necessary by the CEO, attends meetings, serves on committees, advisory bodies, etc... and reports on such activities to the Chief Executive Officer.
12. Maintains strict confidentiality and honors the Privacy Act and HIPAA.
13. Other duties as assigned.

Relationships and Authority:

Works in conjunction with the Chief Executive Officer and tribal health program team leaders. This position has no supervisory responsibilities.

Working Environment and Physical Demands:

Professional office with increased stress levels when working on proposing and writing grants.

Qualifications:

Minimum:

Bachelor degree in health administration or related field.

One year of working experience in health program planning and development.

Three years of writing proposals, submitting, and/or administrating grants.

Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs.

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

Preferred:

Master degree in health, public, or business administration or related field.

Knowledge and understanding of Public Law 93-638: Indian Self-Determination and Education Assistance Act, Indian Health Service programs, Tribal organizations and funding opportunities.

One or more years experience working with Native Americans or Native American organizations.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 07/24/10

**This posting is currently open to internal applicants only. Current Ponca Tribe of Nebraska Employees and Ponca Tribe of Nebraska Members are the only people eligible to apply at this time. Preference will be to enrolled members of the Ponca Tribe of Nebraska.*

APPLICATION INSTRUCTIONS

Current Ponca Tribe of Nebraska Employees: Submit an Employee Job Interest Form and completed Tribal Application to the Human Resource Management Department by the closing

date listed. Resumes are encouraged, but not required to be submitted as supplemental information.

Ponca Tribe of Nebraska Members (not currently employed by the PTN): Submit a completed PTN Job Application form and a photocopy of your currently valid Driver's License by the closing date listed. A resume may be included with the application, but it CANNOT replace completion of an application. If you do not meet the minimum education and/or experience qualifications, please submit a letter, along with your completed application explaining: 1. Why you feel you can perform the job duties, 2. What additional skills and experience you might have that is applicable to the position you are applying for, 3. How many months away you are from meeting the minimum requirements, 4. What additional trainings or certifications you possess that would help you do the job, 5. Any additional information you can provide that would explain your background as it relates to this position. All application materials including the letter (if applicable), the required PTN Job Application, and a photocopy of your driver's license must be submitted by the closing date listed.

Great benefits include:

Health, Dental, Vision, Life, and STD insurance, 100% paid by PTN.

401(k) with match up to 7%.

12 Paid Holidays, Vacation, Sick Leave, and more!