



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Tribal Action Plan Manager		<b>JOB CODE:</b> TAPM
<b>GOVERNMENT-EMPLOYEE</b>	<b>EEO:</b> 5	<b>PAY GRADE:</b> 17
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*"All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K"*

*"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment"*

### **POSITION OVERVIEW**

The position will manage the Tribal Action Plan and all efforts related to the Tribal Action Plan. The manager will report to the Executive Director of Health on the coordination of the Tribal Action Plan training, management, report writing and Fiscal compliance associated with efforts related to the Tribal Action Plan. The manager will work closely with all executive departments and staff members involved with special programming related to Tribal Action Plan efforts.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Manage the Tribal Action Plan by conducting a wide range of long and short-term goals, objectives and priorities in the form of comprehensive design and preparation by monitoring efforts submitted monthly. Direct, Coordinate, Monitor And Review The Tribal Action Plan Monthly.
2. Meets with staff to identify and resolve problems, work activities and project activities monthly.
3. Serves as the line of communication within the Nation to ensure the Tribal Action Plan is moving forward to accommodate staff with necessary information and data to accomplish goals and objectives monthly.
4. Responsible for updating and making edits to the Tribal Action Plan on a bi-monthly basis.
5. Provide reports to the Office of the President and Legislative body (HSSI) monthly.

### **JOB RESPONSIBILITY**

Job Reports To	Director of Behavioral Health
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	Manages work group within a subunit of a department
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives
Freedom To Act	Subject to regular review by supervisor



## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. Bachelor's degree with an emphasis in English, creative writing, education, business or closely related field.
2. Master's degree preferred.

### **ESSENTIAL:**

1. Valid driver's license, dependable transportation and proper insurance are required.
2. Must promote a healthy, non-abusive lifestyle.

### **EXPERIENCE:**

1. Demonstrated four (4+) years' experience with success in pre-and post-award experience with government writing and funding collaborative initiatives is preferred.
2. Research administration experience and/or understanding of pre-award administration.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Strong written and oral communication skills.
2. Exceptional interpersonal skills, leadership, ability to communicate with diverse personalities, tactful, mature and flexible.
3. Goal oriented, resourceful, well organized, dependable and efficient.
4. Demonstrated computer skills including proficiency in Microsoft Word, Excel, PDF and Outlook.
5. Ability to work independently with minimum supervision.
6. Ability to organize work, time and work under tight deadlines.
7. Ability to present a professional demeanor under a variety of conditions.
8. Ability to apply analytical methods and techniques in the identification and resolution of grant and/or cooperative agreement administrative duties.
9. Knowledge of the laws, regulations, rules, policies, procedures and methods governing Federal grants, cooperative agreements and awards.

## **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The Department Manager ensures that all employees of the department receive appropriate training, counseling and understand all of the applicable procedures so that they can safely do their assigned work.

## **WORKING CONDITIONS**

1. General office setting.
2. Travel may be required.
3. See physical demands of the position listed on the Physical Demands Worksheet.