



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

HEALTH AND HUMAN SERVICES DIRECTOR

Position Description

Opens: February 25, 2026			
Closes: March 18, 2026			
Departments:	Health & Human Services	Reports to (title):	Executive Director
Job Code:	EX-19	Job Location:	Bois Forte Health Services- Nett Lake and Vermilion, MN
Pay Range:	Min: \$100,880.00 (\$48.50) Mid: \$134,534.40 (\$64.68) Max: \$168,147.20 (\$80.84)	Supervises:	Health & Human Services Management Staff
Hours/week:	40	Classification:	Executive
Type of Position:	Full-Time	Effective Date:	02/24/2026
Indian Child Protection Background:	No	Revised Date:	02/24/2026

PERFORMANCE EXPECTATIONS

In the performance of their respective tasks and duties, all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Health and Human Services Director direct and supervises the Health and Human Services programs and management functions of all Health and Human Services supervisors and their programs. Health and Human Services is the sole community health provider at the Bois Forte Band of Chippewa, including clinics in Nett Lake, MN, and Tower, MN. The Health and Human Services Director will provide leadership and assume responsibility and accountability for the overall strategic and operational planning of HHS in conjunction with and within the authority of the general strategic direction of the governing health board. The Health and Human Services Director will perform duties and responsibilities personally or through subordinate supervisors. The Health and Human Services Director will direct and coordinate all activities of the clinic to achieve the objective of providing quality health care to the citizens of the Bois Forte Band of Chippewa and surrounding areas. The Health and Human Services Director is responsible for the clinic's operation, the application and implementation of policies, and the liaison to the Board of Directors and Tribal Council, Medical Staff, and the community. Employ qualified personnel and ensure staff education and evaluation. Takes an active role in implementing an effective budgeting and accounting system. Participates and represents the clinic's interest in community and healthcare-related organizations within the reservation and surrounding area.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Oversee Health and Human services contracts entered into by the reservation tribal council health related.
2. Develop staff career plans designed to improve the job-related effectiveness of each departmental employee.

Position Description

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3. Train supervises and evaluates program staff and their work; reviews and makes recommendations on personnel actions such as employee retention, promotion, and termination and develops work performance improvement plans as necessary.
 4. Ensure that supervisory staff conducts monthly reviews of pertinent goals and objectives. Reports monthly to ensure they meet the requirements of the Indian Health Services.
 5. Ensure that positions with staff who meet the educational and experiential requirements as identified in the respective position descriptions and that every effort is to employ Native Americans.
 6. Ensure that all staff participate in the overall planning and implementation of Health and Human Services programs related to the future of the programs.
 7. Communicate programmatic modifications and review the changes with the staff involved.
 8. Utilize community resources to maximize the services available to Tribal members.
 9. Ensure that appropriate staff is involved in the monthly evaluation of service delivered according to the following minimum guidelines:
 1. Quality of services provided.
 2. Effectiveness of the services provided.
 3. Progress toward the goals and objectives identified within this proposal and as modified throughout the course of the program year.
 4. Provide Federal, State, and Local standards governing respective services.
 10. Research and arrange staff training in professional deficiency, new knowledge, and licensing requirements.
 11. Develop and maintain policies and procedures for all Health and Human Services.
 12. Arrange for utilization of community medical services in those areas where the Tribe does not provide the service.
 13. Act as the representative to the Community Health Services and Comprehensive Health Services Programs in meetings and conferences with officials at Federal, State, and local agencies and with private sector representatives.
 14. Performs duties of establishing and general direction for the Tribal governing board.
 15. Research, plan, and develop grant applications to seek additional Health and Human Services funding.
 16. Meet with the Tribal Council and Executive Director regularly to provide updates.
 17. Review all reports for accuracy and appropriateness and provides monthly written and verbal information on progress on all Health and Human Services-related programs.
 18. Develop a plan and implement financial Reserve.
 19. Understand all clinic finance and accounting principles.
 20. Overall understanding of clinic operations, including personnel, maintenance, lab, x-ray, purchasing, office procedures, and records.
 21. Vision for the future and keep abreast of healthcare trends.
 22. Prevention management skills.
 23. Oversight of building projects.
 24. Physician and Practitioner recruiting and personnel interviewing.
 25. Oversee all Legal issues for employees, physicians' claim/risk management, and overall staff.
 26. Analyze operational data and employ approved management techniques for maximum effectiveness and efficiency.
 27. Direct, instruct, and advise managerial staff in approved methods, procedures, and practices employed in effective healthcare administration.
 28. Evaluate the public's concerns and translate those concerns into effective operations/procedures.
 29. Plan, develop, and establish policies and objectives of the organization by Board directives.
 30. Provide overall leadership with the objective that the clinic will function as an effective unit to provide the highest quality patient care.
 31. Work closely with the Board of Directors and Tribal Council to enhance its effectiveness in meeting the needs of healthcare of Bois Forte Band of Chippewa and the surrounding communities.
 32. Implement the strategic goals and objectives of the facility.
 33. Develop business goals and policies to coordinate functions between divisions and departments.
 34. Direct formulation of financial programs to provide funding for operations.
 35. Support and participate in the local communities by forming cooperative relationships with businesses, regional health care providers, and the public.

Position Description

36. As an employee of the Bois Forte Reservation, the Health and Human Services Director will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and services for the Bois Forte Band of Chippewa.
37. Perform any other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- 5-7 years' experience in a healthcare setting in a related role.
- Education:
- Master's degree in healthcare administration or master's in business administration with emphasis in healthcare.
- License/Certification:
- None.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Program administration and management experience shows responsibility for planning, organizing, evaluating, and exercising the leadership qualities necessary to direct a complex healthcare delivery system or program.
 - Ability to apply statutes, interpret Tribal, Congressional, and State trends, and recommend formulating policy as these relate to the Health Care Delivery Services.
 - Demonstrate knowledge of practices and procedures regarding budgeting, contracts, grants, third-party payers, and management systems.
 - Demonstrate the ability to achieve cooperation of officials at the policy and decision-making level of other agencies, organizations, communities, and various government units.
 - Supervisory skills include but are not limited to staff evaluations, problem-solving, maintaining effective working relationships, and facilitating staff productivity.
 - Knowledge of current literature, trends, funding opportunities, and developments in a system of care and family services organizations.
 - Ability to express ideas effectively, both verbally and in writing.
 - Understanding and appreciation for organizing health care services to meet the community's needs.
 - Knowledge of epidemiology and techniques for the identification of health deficiencies.
 - Knowledge of health education principles and practices.
 - Knowledge of organizing services to meet various groups' physical and mental health needs, such as infants, pre-school, school-age, teens, and adults.
 - Knowledge of means for securing funds, fiscal management procedures, and organization of the administration of record keeping.
 - Understanding of human relationships and ability to develop cooperative relationships with outside agencies, reservation families, and program staff.
 - Essential workstation operation (turning on/off, knowledge of crucial functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords—computer-related problem-solving skills through available training and help desk.
 - Knowledge of internet programs such as Word, Excel, Access, PowerPoint, and appropriate software for storing electronic files.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Professional degree in Health or Health Care Administration.

WORK ENVIRONMENT

Position Description

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Simona Benner 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, sibenner@boisforte-nsn.gov . Applications received after the closing date will not be accepted.