CHIEF DULL KNIFE COLLEGE
JOB ANNOUNCEMENT
MT HealthCARE Transformation Specialist

Part-time (60%, 24 Hrs/Week) grant-funded position, January 1, 2016 – September 30, 2017

Starting Salary –Salary Schedule Placement Dependent upon Experience + Benefits

Opening Date11/9/2015
Closing Date: Open Until Filled (First credential review November 30, 2015)

SUBMIT RESUME & LETTER TO:
Selection Committee TS
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

Required Qualifications - Experience, Education, Knowledge & Skills

- Bachelor's degree from an accredited institution in a related field such as healthcare, education, educational administration, grant administration, social work, business administration, or program management.
- Three years professional experience in a post-secondary/higher education setting;
- Effective oral and written communication skills
- Knowledge and training in curriculum development and design processes;
- Experience working with or reporting results for state or federal grants
- Ability to adhere to strict deadlines
- Moderate travel required-must have a valid state driver's license

Preferred Qualifications - Experience, Education, Knowledge & Skills

- Advanced degree from an accredited institution in a related field such as healthcare, education, social work, educational administration, etc.
- Experience in strategic planning, data analysis and reporting, and grant administration
- Experience working with indigenous populations in a higher education setting

Major Specific Responsibilities:

- Convene interaction, engagement, strategic planning and collaboration with a campus team for project strategy implementation to include curriculum, assessment, training and support initiatives;
- Provide oversight of Allied Health program design and implementation
- Participate in relevant statewide and regional HealthCARE Montana meetings
- Serve as a member of statewide HealthCARE Montana committees as needed
- Provide assistance with contract and budgetary agreements, documentation, scheduling, and general supervision

- Regularly meet with and report to MT HealthCARE Project Director and statewide steering committee;
- Work strategically with other participating campus transformation specialists to strategize implementation;
- Provide local leadership in the implementation of improvement planning, data analysis, assessments and organizational strategies;
- Develop connections among the faculty, college administration, and employer stakeholders, to assist implementation of project objective sand strategies;
- Facilitate communication between internal and external stakeholders to ensure that plan is followed;
- React proactively to data analysis and utilize data to inform decisions;
- Determine needed changes and identify strategic approaches;
- Identify and eliminate roadblocks directly tied to communication breakdowns at any level;
- Prepare regular reports to campus administration, HealthCARE project director and statewide steering committee; and
- Perform other tasks and responsibilities that may be assigned.

In addition to the general expectations and responsibilities of the HTS position, the Healthcare Transformation Specialist at CDKC will:

- In collaboration with the Northern Cheyenne Tribal Board of Health, identify appropriate CPR/First Aid training providers, identify interested students from the community, negotiate costs and training support needs, schedule and market at least one training by grant's end;

- In collaboration with the Northern Cheyenne Tribal Board of Health, identify appropriate Paramedic and EMT trainers, costs of training, potential student interest from the community, and assess viability of proposed program.

- Negotiate agreement with partner institution to support students from our community who enroll in the partner institution's online CNA program; in collaboration with the Northern Cheyenne Tribal Board of Health and MCC, secure agreement with the Lame Deer Health Clinic to provide clinical experience to support the online CNA program;

- Assist in the development of foundational curriculum in behavioral health and alcohol/substance abuse counseling.

The Successful Candidate Will :

- Work independently with minimal supervision.
- Communicate both verbally and in writing with all levels of the organization.
- Manage and prioritize multiple projects/tasks simultaneously.
- Create verbal and written reports.
- Develop a working knowledge of all applicable rules and regulations relating to the grant and contract activity and ability to apply knowledge to CDKC policies and procedures