



Position Title: Public Health Services Director

FTE: 1.0

Status: Exempt

Division/Department: Urban Indian Health Institute (UIHI)

Location: Seattle Indian Health Board, Leschi

Reports to: Public Health Associate Officer

SIHB Core Competencies

Core Competencies are foundational commitments and skills that all SIHB staff are expected to develop. These competencies define common measures for performance that are applied to every role in the organization.

- Commitment to Indigenous and Organizational Values: Everything we do at SIHB is centered on Traditional Indian Medicine. It is our responsibility to maintain cultural integrity in all that we do.
- Accountability: All employees of SIHB effectively manage their own work and the work of their teams. We take ownership of our actions and decisions. We all strive to deliver the highest quality work and care, while respecting our teammates and relatives.
- Collaboration: SIHB is a team-oriented organization. As team members, we share the responsibility of working toward a common purpose. We collaborate with our colleagues across the organization to deliver the highest quality of care and results in alignment with our mission, vision, values and Theory of Change.
- Communication: We practice effective and clear communication with staff, relatives, teams and community. We demonstrate empathy among each other and with those we serve, and transparency in our decision making.
- Customer Service Orientation: All employees of SIHB recognize the needs of the diverse community we serve. We put the needs of our relatives first by delivering the highest quality, professional, responsive, and innovative care. Our relatives come first and deserve the best.

Position Summary: The Director of Public Health Services provides leadership and oversight for public health interventions and programs across the agency including Elders and Youth programs. This person serves as a member of the Divisional Leadership Team (DLT) for SIHB to implement the mission and vision the agency as directed by the executive leadership team. This position will integrate public health activities ranging from direct service, intervention and prevention programs to workforce development and work collaboratively across the DLT to achieve program goals. This person will be expected to ensure implementation of SIHB's Indigenous Knowledge System of Care across all public health programming.

Organizational Structure/Reporting Relationships: The Public Health Services Director reports to the Public Health Associate Officer and supervises a team of Public Health Services and HIV/STI Program Services staff.

Organizational Responsibilities:

- Hold Indigenous values and practices with respect and integrity



- Hold yourself accountable to the highest standard by being resourceful, innovative, creative, and solutions-oriented
- Actively participate in organizational activities with the understanding that success is achieved through teamwork.
- Recognize that communication is central to the organization's success and actively champion your words and actions to maintain respect for others, encourage constructive feedback, be open to share laughter and acknowledge differences in skills and opinions, all while keeping others' best intentions in mind.
- At SIHB, we refer to our customers as Relatives. Our Relatives come first and deserve the best. Serve the needs of our Relatives first by delivering the highest quality, professional, responsive, and innovative care.

Job Responsibilities:

- Oversee and provide leadership to department staff to the provision of culturally-attuned public health services to relatives including but not limited to our daily Elder's drop in program and Youth services. Provide strategic guidance and innovation for program growth to ensure grant deliverables are monitored and met.
- Oversee and integrate SIHB's Elders and Youth councils. Work with ELT to establish policies and procedures for agency accountability to Elder and Youth council feedback
- In partnership with Public Health Associate Officer and Director of Research and Evaluation, engage and respond to community agencies and community members to evaluate and grow public health programming.
- Participate in a multi-disciplinary Division team to ensure integration of services.
- Assist and oversee program staff, including planning, evaluation, and reporting activities.
- Support grant activity for grants related to public health activities. Work with Grants and Data department to meet grant deliverables. Identify funding opportunities and coordinate and contribute to grant writing activities for new projects.
- Oversee the development and maintenance of policies and procedures pertaining to Public Health Services.
- Attend monthly DLT meetings as well as annual trainings and retreats as scheduled.
- Participate in other meetings, committees, conferences, and trainings as related to job position.
- Coordinate across agency to ensure integration and expansion of public health services.
- Identify and develop culturally appropriate programs and patient education related to division activities.
- Oversee departmental budgets.
- Accommodate and support public health interns in collaboration with the Director of Evaluation and Research and UIHI staff.
- Actively participate in internal quality improvement teams and work with members proactively to drive quality improvement initiatives in accordance with the mission and strategic goals of the organization, federal and state laws and regulations, and accreditation standards, when assigned
- Work well under pressure, meet multiple and often competing deadlines
- At all times demonstrate cooperative behavior with supervisors, subordinates, colleagues, clients and the community
- Actively participate in internal quality improvement teams and work with members proactively to drive quality improvement initiatives in accordance with the mission and



strategic goals of the organization, federal and state laws and regulations, and accreditation standards, when assigned.

- Other job-related duties as assigned.

Background Qualifications

- **Required:** Master’s degree in Public Health or equivalent, with at least 3-5 years of experience. 2+ years of program management, supervisory experience and budget management required.
- **Preferred:** Familiarity with the health and social issues facing the American Indian/Alaska Native population, and a desire to serve this community.

Work Environment: Office setting with regular schedule and hours. Occasional extended hours may be required. Occasional off-site work at treatment facilities or community kitchen. Occasional travel may be required.

ACKNOWLEDGEMENT

I have received a copy of this Job Description, and fully understand the requirements of the position. I understand that this is to be used as a guide, and my duties may change as required by Seattle Indian Health Board. I understand that I will be asked to perform other duties as assigned. I also understand that this Job Description does not constitute a contract of guarantee of employment, and that SIHB is an at-will employer.

Employee Name (please print)

Employee Signature

Date