JOB DESCRIPTION

POSITION TITLE: HEALTH CLINIC DIRECTOR

SUPERVISION: CHIEF EXECUTIVE OFFICER

SALARY RANGE: DOQ

NATURE OF WORK: This position is under the direct supervision of the Chief Executive Officer. Incumbent is responsible for administering the following programs of the Skokomish Health Department: ambulatory health care, dental care, Community Health Representatives, Contract Health Services, Behavioral Health, Chemical Dependency, Diabetes Prevention, Community Health Nursing, Women’s Health Care, Health Planning, and administration of other Health Department grants and contracts.

JOB DUTIES AND FUNCTIONS:

1. Establish and maintain effective working relationships with staff, departments, community and representatives of federal, state, local, and other agencies to address issues relevant to health care service delivery.
2. Provide direct supervisory oversight of assigned personnel as well as guidance and direction to staff in assigned areas. Skill in effective personnel evaluations, team-building, motivation, mediation, negotiation, and conflict resolution.
3. Develop administrative and program policies, contractual agreements, and prepares budgets for approval by the Tribal Council and implements policies and procedures within assigned areas.
4. Develop and recommend short term and long-term objectives for health program planning, and improvement consistent with the health care needs and prevention programs.
5. Prepares professionally written reports on departmental activities and statistical data for the CEO and Tribal Council.
6. Serve as a liaison in working with local hospitals, clinics, departments, and staff to implement processes to maintain positive interactions and results.
7. Organize information (maintain organized files, notes, and records) and be able to organize and plan multiple tasks and projects including the use of a computerized database.
8. Administer and manage the budgets and compliance guidelines for health care funds, including grants and contracts. Maintains compliance with state, federal and tribal entities through timely submission of grant and contract reports and other necessary correspondence.
9. Evaluate the effectiveness of existing and proposed programs, determines problem and priority areas and recommends changes in program direction.
10. Analyze complex problems and situations and to propose quick, effective and reasonable courses of action.
11. Manage and direct contract health service program(s) through contractual relationships with hospitals, physicians, dentists, pharmacies and a variety of other health care vendors.
12. Oversee effective billing and collection system to maximize the use of third party resources.
13. Ensure the provision of preventative health services as an integral component of the overall health care program consistent with tribal objectives for health promotion and disease control.
14. Represent the Tribe on relevant health boards as delegated by the Tribal Council.
15. Manage multiple tasks including but not limited to, analyzing current health care trends and formulating recommendations for on-going strategic plans.
16. Perform other duties as required by the supervisor.
QUALIFICATIONS:
1. Bachelor’s Degree required in Health Care Administration, Public Health, Public or Business Administration, or other health-related field plus two (2) years of professional management experience in a health clinic and five (5) years’ experience directly supervising a large staff. Will substitute a Bachelor’s Degree with proven ten (10) years’ experience and knowledge of managing a Tribal health clinic.
2. Candidates must have computer experience in MS Word and MS Excel.
3. Candidates must have two (2) years administrative policy experience and ability to evaluate and interpret data for Health Programs.
4. Prefer candidates with knowledge and experience with Electronic Health Records.
5. Must have demonstrated knowledge of budget management, financial projections, expense analysis, and 3rd party billing.
6. Must have five (5) years supervisory experience.
7. Must have demonstrated proficiency in grant and program administration as well as IHS-Federal CFR knowledge.
8. Ability to work varied hours or weekends when necessary to accomplish the goals of the health services department.
9. Incumbents must successfully pass a background check.
10. Possession of a valid First Aid/CPR Card or ability to obtain certification within 90 days after beginning employment.
11. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
12. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _______________________________ Date: ________________

Employee: _______________________________ Date: ________________