



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST REPOST

JOB TITLE: **Health Director**
SUPERVISOR: **Tribal Operations Administrator**
LOCATION: **Peter Christensen Health Center**
POST DATE: **January 12, 2021**
CLOSING DATE: **February 1, 2021**

General Description: The primary responsibility of this position will be to provide overall leadership, growth, marketing, administration and performance of all aspects of clinic activities to ensure accomplishment of the clinic's objectives.

Qualifications: Bachelor's degree in Public Administration, Business or other appropriate discipline strongly recommended. Master's degree preferred. Minimum of three to five years of health administrative experience, including two years' experience in a primary health care clinic setting. Strong financial knowledge and background in budget development and maintenance required. Experience with Tribal operations and Indian Health Services is preferred.

Salary: **Negotiable/** Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

A. TITLE OF POSITION: Health Director

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: Tribal Operations Administrator

D. DESCRIPTION OF DUTIES: The primary responsibility of this position will be to provide overall leadership, growth, marketing, administration and performance of all aspects of Peter Christensen Health Center, Family Resource Center, Aging/Long Term, LDF Fitness Center and Community Health, to ensure accomplishment of objectives established by the Lac du Flambeau Band of Lake Superior Chippewa Indians Tribal Council and its membership. Principle responsibilities include monitoring day-to-day services provided within aforementioned programs the clinic to include: strategic planning, quality improvement standards, financial reviews and comprehensive reports, with the Financial Manager new service-line development, recruitment of medical providers, achieving organizational priorities and deadlines, while exhibiting a high degree of initiative, judgment, discretion, integrity, and sound decision-making to achieve organizational goals. Specific responsibilities include but are not limited to the following:

1. Collaborate with the Tribal Executive Committee to develop and implement the mission in response to the changing health needs of the Lac du Flambeau community, including the provision of health care services, adhering to government regulations and reimbursement requirements for Peter Christensen Health Center, Family Resource Center, Aging/Long Term Care, LDF Fitness Center and Community Health.
2. Negotiate contracts with outside vendors for Purchased/Referred Care.
3. Knowledge or experience with the Federally Qualified Health Center (FQHC) reports for PCHC to the State of Wisconsin and the self-funded health care plan.
4. Provide leadership in the conception, planning, development and implementation of health programs, business plans for presentation to the Tribal Council and Health & Wellness Advisory Committee, as requested.
5. Recommend, develop and update strategic long and short-range plans to support the health service program's philosophy, mission, goals, and objectives.
6. Inform the Tribal Council about current healthcare trends, opportunities and potential barriers to facilitating health service programs policies and procedures.
7. Inform leadership of various policy positions regarding administrative and legislative matters.
8. Monitor State and Federal regulations as they apply to a Tribal clinic and services, which may affect healthcare delivery to patients served.
9. Effectively collaborate with the PCHC administrative team, medical staff and other clinic personnel in the monitoring of activities to meet and exceed patient expectation for the delivery of quality health care.
10. Actively participate in quality improvement initiatives, meetings and report and advocate and support others engaging in Quality Improvement.

- 11.** Ensure supervisors/managers hold staff responsible for approval, implementation, support and adherence with all program policies and procedures.
- 12.** Coordinate efforts of medical staffs, Tribal Council and administrative staff in the recruitment, professional development, annual performance evaluations and competencies of staff.
- 13.** Work collaboratively with the Financial Manager while supervising the business and financial affairs of the clinic and fiscal management including: accounting, budgeting, and internal controls, accounting for variances and timely reporting to Council and management team.
- 14.** Oversee preparation, implementation, and monitor annual operational, capital, and salary budgets.
- 15.** Delegate authority and responsibility to management teams as appropriate.
- 16.** Encourage the development of improved management techniques and practices among administrative team members, promoting a values-based culture.
- 17.** Enhance operational and cost effectiveness, emphasizing cost containment without jeopardizing quality patient care.
- 18.** Ensure clinic compliance with all regulatory agencies governing healthcare delivery and rules of accrediting bodies.
- 19.** Works toward achieving implementation and maintaining the standards of AAAHC certifications and conducts appropriate follow up.
- 20.** Encourage Peter Christensen Health Center, Family Resource Center, Aging/Long Term Care, LDF Fitness Center and or community health integration within the Lac du Flambeau and surrounding communities through effective communication, public relations and marketing programs.
- 21.** Represent PCHC in its relationships with other health organizations, government agencies and third-party payers.
- 22.** Provide assistance to supervisors/managers in establishing department philosophy and objectives related to staffing and performance standards, policies and procedures and regulatory compliance.
- 23.** Support a productive conflict resolution process that is effective and timely keeping the lines of communication open with staff to ensure high employee morale and a professional atmosphere.
- 24.** Personally, maintain professional affiliations and enhance professional development to keep current in the latest healthcare trends and developments.
- 25.** Continually monitor the status of active State, Federal, and private grants to include budgets, reapplications and tracking.
- 26.** Maintain strictest medical and business confidentiality as required by applicable laws
- 27.** Analyze complex information, organize varied tasks, lead and motivate staff members and communicate clearly with other professionals.
- 28.** Responsible for working collaboratively in planning, directing and coordinating health services.
- 29.** Direct and coordinate overall development and administration of service consistent with the objectives and resources with maximum use of staff participation.
- 30.** Communicate with staff to have their frequent input in policy making, problem solving and interpreting new regulations and procedures; develop and/or implement procedures to carry out established policy.
- 31.** Attend and participate in meeting relative to Indian Health Services.

32. Work with community health programs to identify community health needs, deficiencies in service and planning for the correction or improvement.
33. Knowledge or experience with tribal RFP and bid process and property/procurement policies for the Tribe.
34. The ability to assess employee's talent and potential in order to cultivate employee's ability to advance within PCHC.
35. Participate in tribal, local, state and Federal collaborative committees, workgroups or advisory boards as necessary or appoint a delegate.
36. All other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** All staff, clients and patients and the Lac du Flambeau Health and Wellness Advisory committee.
2. **External:** LDF Tribal Council, Tribal Administrator, funding source representatives, State and Federal representatives, inter-tribal associations, other tribal health clinics, other health care facilities/entities and the general public.

F. SUPERVISORY RESPONSIBILITIES: PCHC Administrative Team

G. SUPERVISION RECEIVED: Perform job responsibilities under the guidance and direction of the Tribal Operations Administrator and Tribal Council.

H. EDUCATION: Bachelor's degree in Public Administration, Business or other appropriate discipline strongly recommended. Master's degree preferred. Minimum of three to five years of health administrative experience, including two years' experience in a primary health care clinic setting. Strong financial knowledge, background and/or experience in budget development and maintenance required. Experience with Tribal Operations and Indian Health Services is preferred.

I. EXPERIENCE: Minimum of three to five years of health administrative experience, including two years' experience in a primary health care clinic setting. Strong financial knowledge and background and or experience in budget development and maintenance required. Experience with Tribal operations and Indian Health Services is preferred.

J. SKILLS:

1. Excellent written and oral communication skills.
2. Listening skills and the ability to negotiate with others.
3. Initiative and leadership skills and the ability to gain the trust, commitment and cooperation of others.
4. Team working skills and the ability to collaborate effectively with others.
5. Flexible and creative problem-solving ability.
6. Decision making ability particularly in sensitive areas.
7. The ability to analyze complex issues, to absorb information, to understand data and the underlying trends.
8. Adaptability and readiness to challenge existing practices and find alternatives.
9. The ability to cope with pressure, stress and ongoing change.

10. The ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Peter Christensen Health Clinic setting.
2. **Exposure to Hazards:** Exposure to hazards of health care industry.
3. **Physical Requirements:** Prolonged sitting, standing, and walking with frequent lifting or negligible weight and up to 20 lbs. occasionally. Obtain and maintain CPR certification.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Health Director to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Must participate in all mandatory meetings and training and development activities as requested. Must submit to a drug test prior to commencing employment and random testing thereafter. Submit proof of vaccines or proof of immunity. Criminal background check required applicable to the job description. Must comply with and have knowledge of Health Insurance Portability and Accountability Act. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N: SIGNATURES: