

Anav Tribal Health Clinic Quartz Valley Indian Reservation



9024 Sniktaw Lane
Fort Jones, CA 96032
Phone: (530) 468-4470
Fax: (530) 468-4478

Job Description

Position Title: Health Administrator

Department: Health

Supervisor: Health Board

The Health Administrator is under the direction supervision of the Health Board and the general supervision of the General Community Council. This person's responsibilities will be to manage IHS-funded health and contract health, develop budgets, and manage the day-to-day operations of the Anav Tribal Health Clinic, as well as seek and develop new funding. This individual will be the primary liaison for communications between the Anav Tribal Health Clinic and outside governments, agencies, and/or groups, including all third-party providers.

Duties and Responsibilities:

1. Assume administrative authority as delegated by the Health Board.
2. Act as Business Manager of the Anav Tribal Health Clinic; in the handling of financial management between the Anav Tribal Health Clinic and patients, act in the best interest of the Anav Tribal Health Clinic and in the collection of its accounts receivable; and purchase equipment and supplies needed in the operation.
3. Develop and maintain current operational policies and procedures for effective and efficient operations and provision of quality clinic services.
4. Provide administrative support in project management and strategic planning to ensure continuous improvement in operations and maximum utilization of human services and cost containment.
5. Schedule and routinely meet with the department and program managers regarding departmental operational issues and improvement strategies; and work to develop corrective action measures to increase efficiency and effectiveness.
6. Develop annual budgets and prepare monthly financial status and program performance reports for the approval of the Health Board.
7. Conduct an effective billing and collection system.
8. Develop a strategy to maximize third-party billings as a source of revenue to support strengthening of programs and services.
9. Perform all Human Resources functions pertaining to clinic personnel, including staffing, evaluations, promotions, training, discipline, and discharging of employees.
10. Act for the Health Board in the matter of medical records, to include enforcement of state requirements as to contents and others matters, and to retain possession and custody of all records in accordance with generally accepted clinic practice, enforcing at all times the policies of the Health Board in the matter of record keeping.
11. Manage and direct a contract health service program through extensive contractual relationships with hospitals, physicians, dentists, other health care providers and pharmacies, and a variety of other types of health care vendors. Actively seek and encourage Tribal participation in the Health Department's planning/operation and evaluations of its health programs and services.
12. Supervise health staff, providing guidance to staff in the provision of health services to ensure that fund requirements are met.

13. Develop and identify health care needs.
14. Assess the training needs of staff and ensure that staff attends sessions needed to keep their skills updated.
15. Ensure confidentiality is maintained.
16. Attend meetings when needed.
17. Assume responsibility for RPMS operations.
18. Assume responsibility for maintaining Medicare and Medi-Cal eligibility.
19. Assume responsibility for maintaining all IHS annual reporting with the approval of the Health Board.
20. It is understood that while responsibility rests on the Health Administrator of this organization for the duties assigned, many of the tasks so included will be delegated to other employees of the Anav Tribal Health Clinic by the Health Administrator.

Requirements:

1. Bachelor's degree or equivalent to four years of experience in the health field.
2. Ability to work well with Native American peoples in a culturally diverse environment.
3. Excellent communication skills (both oral and written).
4. Valid California Driver's License; good driving record; insurable by the Tribal insurance.
5. Ability to provide on-site supervision and enforce established Tribal policies and procedures.
6. Available for local and out-of-town travel as required for job-related training and meetings. Shall attend all required meetings and functions as requested.
7. Must have a high level of computer literacy and ability to utilize computers as a professional management tool.
8. Must pass a criminal background check.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Approved: _____
Health Board Representative Date

To apply, submit application and resume to: Quartz Valley Indian Reservation, 13601 Quartz Valley Road, Fort Jones, CA 96032. Fax: (530) 468-5908. Applications may be obtained by contacting: Human Resources (530) 468-5907.

Acknowledgment:

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel that I might need to allow me to perform these functions. I agree to abide by all administrative, medical policies and protocols of the Health Clinic.

Signature Date

Print Name