



Quartz Valley Indian Reservation

Position Description

Job Title: Executive Health Director
Department: Anav Tribal Health Clinic
Primary Location: 9024 Sniktaw Lane; Fort Jones, CA 96032
Classification: Full Time, 40 hours / week / Exempt
Reports to: Anav Tribal Health Board
Salary: DOE

Primary Purpose

This position will organize and oversee the direction and implementation of the health programs serving members of the Quartz Valley Indian Reservation and the surrounding community. The Executive Health Director is under the direct supervision of the Anav Tribal Health Board and the general supervision of the Quartz Valley Indian Reservation General Community Membership.

The Executive Health Director will be responsible for supervising and managing employees, reviewing and analyzing budgets, processing technology and operational matters at the Anav Tribal Health Clinic (ATHC). This position reports directly to the ATHC Health Board. The goal of this position is to ensure the smooth running of the ATHC departments ensuring maximum performance.

Essential Duties and Responsibilities

The Executive Health Director devise strategies and plans for the ATHC according to QVIR General Community Membership standards for excellent service and growth. (Duties and responsibilities may be added, deleted, or changed at the sole discretion of ATHC Health Board at any time.) In addition, the Executive Health Director will perform the following:

- Plan and administer the delivery of health services as approved by the ATHC Health Board.
- Develop and maintain close interagency working relationships with Federal, State and local public officials, executives of community based organizations, and community leaders and groups.
- Oversee the operations of the ATHC Medical/Dental/Behavioral Departments within the framework and policies established by the ATHC Health Board.
- Review, evaluate and monitor the performance and achievements of the ATHC, its personnel, and consultants for compliance with overall program objectives.
- Implement and maintain policies and procedures to ensure the confidence and privacy of the Tribal Council, staff and patient communications and records.
- Recommend policy changes, as needed, to the QVIR Tribal Business Council and ATHC Health Board.
- Provide periodic and on-going reports to the Tribal Council on the operations, challenges, opportunities, fiscal condition and future projections of ATHC.

Executive Health Director
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- Implement budgets and policies established by the Tribal Business Council and ATHC Health Board as well as procedures that will facilitate achievement of ATHC established goals and objectives.
- Recommend plans and goals for ATHC to secure revenue opportunities that will support the approved budget.
- Review Clinic budgets with ATHC Health Board in preparation for QVIR Tribal Business Council review.
- Evaluate staff performance, provide team members with regular feedback and performance reviews and conduct disciplinary actions as needed.
- Establish staffing requirements, conduct interviews, and select qualified candidates as needed.
- Negotiate with funding organizations to optimize ATHC funding opportunities. Participate in negotiations with provider organizations to optimize pricing levels for ATHC.
- Review and plan methods of payment to professional and institutional health care providers
- Review and implement the fiscal year plan and departmental budgets. Coordinate staff efforts to prepare such budgets and other necessary data to present to the QVIR Tribal Business Council and ATHC Health Board.
- Obtain, as needed, consulting services for program planning, development, implementation, and expertise in specialized fields.
- Provide the ATHC Health Board with professional research of operational data to assist its committees with decisions regarding the clinic and its operations.
- Responsible for maintaining all Indian Health Services annual reporting with the approval of the ATHC Health Board
- Responsible for maintaining Medicare and Medi-Cal eligibility
- Understanding of the Resource and Patient Management Systems (RPMS) a plus
- Performs other projects as assigned.

Requirements:

- Master's Degree in Health Care Administration, Business Administration, Public Health Administration, or related field.
- Bachelor's Degree in Health Care Administration, Business Administration, Public Administration, or related field or equivalent experience of five years of progressive tribal health clinic management experience.
- Experience working with non-profit organizations, community groups serving ethnic minorities, elderly and low-income individuals.
- Proven experience as clinical director or other managerial position
- Experience in clinical supervision and program management.
- Solid understanding of budgeting, resourcing, and performance evaluation procedures.
- Excellent knowledge of standards (e.g. ISO) and regulations for the clinical field.
- Proficient in MS Office and computer systems (e.g. patient management software)
- Excellent communication and people skills.
- Exceptional organizational and leadership skills.
- Aptitude in resolving issues and conflict.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Administrative Director Skills and Knowledge:

- Thorough knowledge of Federal, State, local and private funding sources and regulations related to healthcare management.
- Thorough knowledge of fundraising strategies and principles of healthcare administration including personnel management, public relations, financial planning and budgeting.
- Ability to analyze and interpret data and make sound decisions.
- Ability to develop and execute business and operational strategies.
- Ability to interact effectively with internal and external contacts.
- Ability to conduct effective oral presentations.
- Excellent English verbal and written communication skills.
- Ability to provide effective leadership and guidance to staff.
- Ability to maintain professionalism and composure.
- Ability to maintain strict confidentiality.
- Ability to accept constructive criticism.

Receipt and Acknowledgment:

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

