



Lower Elwha Klallam Tribe
Health Services Department
Position Description
Health Director

OVERVIEW: This position will provide administrative direction for the overall operations of the health services department. These responsibilities include policy development and implementation; program development; oversight of fiscal viability of the pertinent programs, including budget development and monitoring; and personnel service administration for the health services department. The Health Director may also represent the Tribe and participate in meetings with other directors, the Chief Executive Officer and the Business Committee.

WORK LOCATION: Lower Elwha Health Clinic **SUPERVISED BY:** Chief Executive Officer
SUPERVISES: Behavioral Health Director, Community Health Nurse Manager, Contract Health Services Manager, Dental Clinic Office Manager, Dental Director, Medical Clinic Office Manager, Medical Director
POSITION STATUS: Full Time **SALARY LEVEL:** Starts at Level 19C
WORK SCHEDULE: Monday – Friday 8-5

Basic Function:

The Health Director for the Lower Elwha Klallam Tribes' Health System is responsible and accountable for the continued development of a comprehensive and quality health care service delivery system including ancillary health programs focused upon prevention and early intervention. This health system includes outpatient care comprised of medical, dental, behavioral health (substance abuse and mental health), community health outreach and prevention service programs.

The candidate must possess an in-depth understanding of health care delivery systems with a broad knowledge and understanding of various models for care delivery, clinical practice trends, technological changes, health regulatory changes and requirements along with management ability to maximize health outcomes and minimize costs. A general knowledge of the economic and labor challenges facing the healthcare industry within the region is helpful but the ability to develop creative and effective initiatives to address the challenges is critical.

Qualifications:

A minimum of a Bachelor's level degree in health administration management or other related health area and five (5) years of broad based management in health care settings or other related experience, four (4) of which must be at the senior management level. A specific knowledge of the Indian Health Service Agency (IHS) regulation and operations is desirable.

- Bachelor's degree from an accredited institution, in the field of business administration, public administration, health service administration, or allied field of study
- Five (5) years of supervisory experience
- Five (5) years progressively more responsible management experiences
- Five (5) years experience working with health services programs
- Must be able to travel up to a week at a time
- Grant and/or contract management experience

Department Leadership and Management

- Establishes the departments strategic plan for a comprehensive health system
- Design programs and develops strategies for accomplishing the goals and objectives of the plan, in collaboration with the Business Committee, other Department Directors and community members
- Oversees the departments programs and develops funding for new programs and facilities as directed by the Business Committee and CEO
- Reviews contracts and grants and recommends action to the Business Committee as appropriate
- Negotiates and updates contracts as necessary
- Monitors compliance with funding source requirements
- Ensures that health services are delivered in a manner consistent with funding agencies requirements, applicable laws and regulations and tribal policies

- Recruits and retains supervisory staff who possess the necessary knowledge, skills, and attitudes to work effectively within the department and uphold its values
- Evaluates the effectiveness of the health programs in achieving the goals and objectives of the departments strategic plan and its mission and vision and regularly updates the director of the programs on the basis of this evaluation
- Maintains meaningful involvement of department consumers and advocates
- Maintains effective, collaborative interdepartmental and external relations
- Represents the Tribe to health services and leaders locally, regionally and nationally as needed
- Attends or provides representation at meetings known to be of critical importance to the strategic plan for the health of the Lower Elwha Tribal Community
- Prepares regular reports for the Business Committee and Health Advisory Committee
- Responds to community concerns in the delivery of health services

Supervisory

- Responsible for decisions and/or input relating to hiring, disciplinary actions, grievance discussions, coaching development and recommendation of actions, demotions, and termination decisions as applicable for supervisors and department support staff
- Consults with, and provides feedback to the Department Leadership Team regarding eligibility of the candidate (s) for hiring
- Provides input and participates in decisions regarding the departments staff schedules to ensure efficient productivity while meeting patient needs
- Coaches staff on service, performance and other job related issues, as appropriate and necessary
- Addresses leadership disciplinary concerns after consultation with the Tribe's CEO and Human Resource department
- Monitors supervisor performance and determines if issue (s) have been corrected and/or if further development/disciplinary action is necessary
- Promotes and ensures supervisor and clinician department and a positive and effective team environment

Knowledge, Skills and Abilities Required:

- Ability to foster a cooperative and harmonious working environment to maximize employee morale and productivity
- Ability to effectively problem solve in a multidisciplinary team environment
- Ability to support and commit to department and tribal policies and procedures
- Ability to supervise, evaluate, coach, and develop staff
- Ability to display high degree of inspiration for team members to retain focus of providing highest levels of patient satisfaction
- Ability to learn and continuously improve, to be audited, observed, and reviewed; is positively responsive to feedback
- Ability to work with personal computer and utilize a variety of software applications, including email
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to effectively meet and communicate with the public
- Ability to prioritize and shift priorities in a changing environment
- Ability to organize the multiple demands of the job
- Skilled in critical thinking, deductive reasoning and decision making
- Knowledge of medical office administration and procedures
- Knowledge of organizational human resource policy and practice

Physical Demands:

- Requires standing, sitting, stooping and bending intermittently
- Requires ability to lift at least 10 lbs
- Requires ability to hear and understand verbal instructions
- Requires use of standard office equipment such as computers, telephones, fax machines and photocopiers

Conditions of Employment:

- Must have a valid Washington State driver's license within 30 days of hire
- Must pass a criminal background check
- Must have no history or evidence of alcohol or other drug misuse
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPPA)

OPENING DATE: October 7, 2011 **CLOSING DATE:** October 21, 2011

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