

**MAKAH TRIBE  
POSITION DESCRIPTION**

**Job Title: Health Director**

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<b>EXEMPT:</b> Yes	<b>JOB CODE:</b> 1-OL T3
<b>SALARY:</b> DOQ	<b>SHIFT:</b> Flex
<b>PROGRAM:</b> Sophie Trettevick Indian Health Center	<b>LOCATION:</b> Clinic
<b>REPORTS TO:</b> General Manager	

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**SUMMARY:** The Sophie Trettevick Indian Health Center (STIHC) of the Makah Tribe, located at Neah Bay, Washington provides comprehensive health services to eligible Tribal and community members. The STIHC has a staff of approximately 75 clinic employees (as well as a variety of other contractual, temporary, part-time, and volunteer staff) involved in the direct provision of ambulatory and field health care services; and in the administration of purchased and referred care for inpatient and other health services not provided directly. The health facilities comprise 21,762 square feet located on two separate health campuses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

The Health Director provides the leadership, direction and overall management of the Health programs. These programs include, Medical, Dental, Community Health, Integrative Medicine, Business Office Management and Administration; and, is responsible for managing all aspects of the comprehensive tribal health programs and for overall administrative direction of the Sophie Trettevick Indian Health Center. In close cooperation with the Tribal Council and/or the Tribal Health Board, the Health Director assures the planning, development, implementation, and evaluation of the comprehensive health services program for Indian People.

Negotiate and maintain all medical and dental provider contracts and create amendments as needed. Handle risk management issues. Plan for future growth and development.

**Management:** Define and review results to be achieved by the STIHC programs in consultation with the Department staff, Tribal Health Board and the Makah Tribal Council. Guide program administrators by using effective communication, supervision techniques and being a role model. Ensure that specific program/service outcomes are identified, implemented, tracked and monitored. Ensure that annual staff training occurs in areas mandated by regulation, for staff development and improvement of services to department's customers.

Keep well informed about state and national health issues as they affect the Tribe. .Develop

Tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes. Ensure internal policies are developed, reviewed and approved.

**Resource, Funding and Program Development:** Direct and oversee planning efforts to create a long- term vision and goals for the department. Identify funding sources and develop positive working relationships with individuals, agencies and organizations that may contribute to the accomplishment of department goals. Identify unmet needs and prepare requests for funding to the Makah Tribal Council.

**Health Care Financial Management:** Oversee annual department and clinic budget preparation and allocation. Ensure that Managers each manage their budgets to maximize the use of funds. Delegate specific accountability and authority for budget administration to staff as appropriate, within clearly defined parameters.

**Reporting:** Ensure that the Health Board and Makah Tribal Council are informed of issues and needs pertinent to the Tribe's health and welfare; status of ongoing programs in addressing these; and, the need for new programs, or plans of action.

**Human Resources Management:** Responsible for recruitment of licensed and other staff. Plan and implement programs and specific educational plans to ensure the education and training of Tribal members to build leadership, management and job skills required for staffing health programs. Ensure the professional growth of staff by supporting and requiring regular training as necessary, using established personnel policies for performance appraisal; and, addressing performance deficiencies as they are observed.

**Data Management:** Oversee a data management system to manage and support reporting requirements, service utilization, decision making and fiscal impacts; which responds to IHS and STIHC management information needs and requirements.

Continuous participation of and involvement with the Makah Tribal Council and the Makah community are essential to ensure that STIHC health programs are reflective of and responsive to the health needs and desires of the population served. Responsible for following up on all complaints from patients concerning their health care; assuring that they receive detailed explanations, as indicated.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises up to 10 employees. Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws. Responsibilities include writing job descriptions, interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

## **EDUCATION and/or EXPERIENCE**

Minimum of a Bachelor's degree (B. A.) from an accredited four-year College or university with a relevant field of study (e.g., public health, health care finance, business administration, public administration, or related field), at least five years' experience in health services management

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and administration; must be very knowledgeable in finance and budgeting. Must have experience working with Indian Health Service funded programs.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, or regulatory agencies, in a respectful manner. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Drivers license and be insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued, will be conducted upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

### **OTHER SKILLS AND ABILITIES**

Must have the ability to do strategic planning, implement/evaluate programs, policies and priorities associated with the delivery of quality health care.

Must have a comprehensive knowledge of requirements and standards, fiscal management system, applicable federal legislation, quality improvement practices, and effective use of resources.

Must have skill in use of computer systems as a source for data collection and display necessary to enhance health system management. Must be familiar with the use of EHR.

Knowledge of how to establish and maintain effective cooperative professional working relationships with staff, patient community, tribal leaders, and other agencies.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

### **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be fully immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees may be required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases. All employees shall have tuberculosis testing upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee; and, shall complete an annual symptom questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** Exceptions may be made if you are allergic to any component of a required vaccine, have documented history of a severe reaction to a vaccine, or have another medical reason why you cannot receive a certain vaccine. However, you are required to provide documentation/proof of allergy or medical condition that prevents use of that vaccine, in order to be considered for employment.

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time, with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources  
P.O. Box 115  
71 Makah Bay Drive  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: tabitha.herda@makah.com

**OPEN: February 12, 2018**  
**CLOSE: March 12, 2018**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.