



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Quileute Health Clinic Director

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Health Director**
Supervisor: General Manager
Location: Tribal Health Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

This position will provide administrative direction for the overall operations of the Quileute Health Center. The Director is responsible for the development and oversight of a quality health care service delivery system including ancillary health programs focused on prevention and early intervention. The Director will oversee a system that includes medical, dental, behavioral health (substance abuse and mental health), domestic and sexual violence victim services and community health outreach and prevention service programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Provide administrative direction for all health center programs
- Direct and oversee planning efforts to create a long-term vision and goals for the department. Ensure that new and sustained activities are consistent with overall tribal community needs.
- Negotiate and administer HIS and other health related contracts.
- Negotiate medical and dental provider contracts and create amendments as needed.
- Hire the best qualified individuals for department positions in order to maintain the highest quality of services.
- Ensure the professional growth of staff by supporting and requiring regular training as necessary.
- Responsible for assuring provider staffing.
- Responsible for seeking enhanced funding to support Health Center operations and overseeing contract and grant writing proposals to procure special project and program funding.
- Monitor budgets for all Tribal health programs.
- Responsible for Health Center facility and equipment.
- Attend regional and local meetings concerning IHS Clinics, Third Party Reimbursements, Health Care Reform and other relevant issues.
- Ensure HIPPA compliance.
- Participate in Tribal Directors meetings and service on committees as assigned.
- Provide periodic reports to tribal Council and General Manager.
- Handle risk management issues.
- Keep well informed about state and national health issues as they affect the Tribe.
- Track health policy proposals, legislation and regulation development and make recommendations to the General Manager and Tribal Council.
- Ensure the general Manager and the 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.
- Develop tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes.
- Ensures that health services are delivered in a manner consistent with funding agencies requirements, applicable laws and regulations and tribal policies.
- Evaluates the effectiveness of the health programs in achieving the goals and objectives of the department's mission.

- Represents the Tribe to health service agencies 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 Quileute Community.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to effectively problem solve in a multidisciplinary environment
- Ability to support and commit to department and tribal policies and procedures.
- 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 prioritize and shift priorities in a changing environment.
- Skilled in critical thinking, deductive reasoning and decision making.
- Knowledge of medical administration and procedures.
- Must complete and pass HIPPA training
- Must be able to travel

WORK ENVIRONMENT:

- Office setting in a rural community health clinic

PHYSICAL DEMANDS:

- Be able to lift 40lbs.

SUPERVISORY RESPONSIBILITY:

- Yes

QUALIFICATIONS:

Required Qualifications:

- Bachelor's degree with a specialization in health, business, public health services
- Minimum of two years management-level experience with medical, mental health, and/or substance abuse programs
- Five years of supervisory experience
- Must possess an in-depth understanding of health care delivery systems with abroad knowledge and understanding of various models for care delivery, clinical practice trends, technological changes, and health regulatory changes and requirements.
- Must have management skills with the ability to maximize health outcomes and minimize costs

Preferred Qualifications:

- Five years' experience working with health services programs
- Grant and/or contract management experience
- Experience with Rural health Care facilities, HS/Tribal Clinic and/or community health programs

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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