



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Quileute Health Center 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.

Approved by Motion #16495 12/22/2022

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 quality health care services 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), WIC, domestic and sexual violence victim services, and community health outreach and prevention service programs; they also provide direction and leadership to ensure the highest quality health care and health outcomes for the Quileute Tribe.

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 IHS and other health related contracts.
- Collaborates with Human Resources to effectively recruit and retain qualified individuals for Health Center positions 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 to sustain current and future services
- Responsible for overseeing contract and grant writing proposals to procure special project and program funding.
- Monitor budgets for all Tribal health programs; responsible for budget development in the absence of the Finance Manager
- Responsible for management of Health Center facility and equipment.
- Attend regional and local meeting concerning IHS Clinics, Third Party Reimbursements, Health Care Reform, and other relevant issues.
- Ensure HIPAA compliance.
- Ensures continuous patient satisfaction.
- Participate in Tribal Director meetings and serve on committees as assigned.
- Provide periodic reports to Tribal Council and General Manager.
- Handle risk management issues.
- Design and implement capabilities for service experiences through strategic initiatives.
- Keep well informed about state and national health issues as they affect the Tribe.
- Track Health policy proposals, legislation 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, the status of ongoing programs and services, and relevant policy and regulatory changes.
- Ensures that health services are delivered in a manner consistent with funding agencies' requirements, applicable laws, regulations, and tribal policies.
- Evaluates the effectiveness of the health programs in achieving the goals and objectives of the department's mission.
- Experience in Customer Engagement or Customer Experience.
- Represents the Tribe to the health services 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.
- Act in a mentoring capacity to support the career development of staff.
- Financial reporting and managing operating costs.
- Strong oral and written communication skills, including presentation skills (MS Visio, MS PowerPoint).
- Responds to requests for assistance and information from staff members, tribal members, and customers.
- Tracks federal and state legislative and regulatory issues, looking strategically at trends for addressing health equity and analyzing implications for public health practice.
- Ability to support and commit to the 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.
- Knowledge of the provisions of PL 93-638, Indian Self Determination and Education Assistance Act.
- Must complete and pass HIPAA training.
- Must be able to travel.
- Utilize deep knowledge of healthcare contracting and billing, value-based care arrangements, current/future innovation in healthcare, positioning, marketing, and sales to outline a growth strategy for the Quileute Tribe.

WORK ENVIRONMENT:

- Office setting in a rural community health clinic.

PHYSICAL DEMANDS:

- Must 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.
- Three years of supervisory experience.
- Five years' experience working with health services programs.
- Experience with rural health care facilities, IHS/Tribal Clinic and/or community health programs.
- Experience working within American Indian and/or Alaskan Native communities.
- Grant and/or contract management experience.

** A combination of relevant education and related work experience may be considered. If an individual has extensive work experience (10+ years) in a health care setting, including 3-5 years management level experience, but lacks formal education requirements, an applicant willing to work towards their bachelor's degree in public health, healthcare administration, or related field as a condition of employment, may be required. **

Preferred Qualifications:

- Master's degree preferred in Public Health or related field.

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 of license 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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