

SUQUAMISH TRIBE

JOB DESCRIPTION

Title: Tribal Health Clinic Director

Department: Health Division

Hourly/Salary: Salaried

Reports to: Executive Director - Operations

POSITION SUMMARY:

This position is responsible for overseeing the Suquamish Tribe's health care division ensuring access to care for Suquamish Tribal members residing in Kitsap County, and other Federally recognized American Indian/Alaska Native (AI/AN) members. This position requires supervising all programs comprising the Tribe's integrated health care department and any future health care expansions. Other duties include but are not limited to fiscal management such as timely revenue billing and collections, Medicaid Administration Match (MAM) billing, managing vendor contracts, and ensuring all services are paid in compliance with contracts and other legal requirements. The incumbent will track Federal and State policy issues that have the potential to affect Tribal health programs and advise appropriate directors and/or Tribal Council.

MAJOR RESPONSIBILITIES

Develop and implement a plan for a fully operational integrated healthcare system for the Suquamish Tribe.

Establish wrap around healthcare programs that are focused on prevention and early intervention.

Lead the development of staff and programs. Provide outreach, oversight, administration, communication and measurement of all health care delivery system functions, policies, programs and staff.

Evaluate quality assurance activities to ensure that the highest level of quality clinical and preventive services are aligned with best practice and/or AI/AN practice-based standards.

Monitors clinic balance sheet and reporting including projections, monthly financial and operational reports while staying in compliance all fiscal policies and responsibilities.

Manage staff and budget processes, to maintain quality programs compatible with a variety of healthcare delivery and reimbursement systems and in accordance with Tribal needs, policies and procedures.

Work collaboratively with Program Managers to develop goals and objectives that lead to the development of health programs that meet the needs of the community.

Ensure the programs maintain compliance with all Tribal, and applicable State and Federal regulations.

Assist in negotiations with the Indian Health Service (IHS) to develop the Annual Funding Agreement (AFA) and update the Compact as appropriate. Represent the Suquamish Tribe as requested and assigned. This could include ongoing delegate assignments and ad hoc assignments for tribal consultations with state and federal agencies.

Responsible for timely revenue and Medicaid Administrative Match (MAM) billing for the Health Program in accordance with all contracts. Track federal and state policy issues having the potential to affect tribal health programs and advise appropriate directors and/or Tribal Council.

Manage and maintain effective and interactive business relationships and contracting processes with other tribes, agencies, vendors, contractors, consultants and brokers for the programs including timely negotiations and contract renewals.

Ability to work with Northwest Portland Area Indian Health Board, Health Care Authority, Indian Health Services and other organizations that impact or support Indian health programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Prior senior leadership experience in health clinic or hospitals preferred.

Demonstrated ability to work with individuals of different cultures in both field and office settings.

Demonstrated skills in using computer and MS Office software, with the ability to learn other program specific software applications as needed.

Demonstrated ability to lead others in a supervisory, motivational manner to maximize potential and productivity.

Preferred success in physician recruiting and retention, including compensation plan design. Prefer knowledge of Indian Health Services policies, guidelines, requirements and procedures. Knowledge of Indian Self-Determination and Education Assistant Act requirements.

Demonstrated ability to learn, assess, understand and report on a variety of complex health care delivery and reimbursement systems and work with the appropriate tribal, federal, state, regional, and local staff, agencies and vendors.

EDUCATION AND/OR EXPERIENCE:

Must have a minimum of a Master's degree in Healthcare Administration, Public Health, or related fields.

Prefer 10 years of experience as an administrator with supervisory and policy development and implementation experience.

Minimum of 5 years of experience working in tribal communities including both administrative and direct client contact.

Experience managing and administering group health plans in a self-insured environment.

Knowledge and experience with tribal employer and Purchased and Referred Care plans is strongly preferred.

Must possess excellent interpersonal skills and strong oral and written communication skills.

Demonstrated effective leadership and consensus building abilities with an open management style conducive to developing and maintaining a cohesive management team.

JOB SCOPE:

Performs duties independently and as a collaborative and innovative team leader using problem solving methods. Decisions are made within program guidelines. The Tribal Health Administrator is assigned tasks characterized by a wide scope of depth and complexity. The Administrator is expected to function as a team leader, and to function independently in a variety of situations with excellent reporting and communication skills.

The purpose of the work is to ensure appropriate intervention by self and the team for the health and safety of community members. The actions of the Administrator will directly affect health and safety at the most basic levels. Thus the utmost professional manner is required. Accountability, decision-making and problem solving skills are essential in carrying out the duties of this position. Adherence to protocol is extremely important and good judgment skills are required to implement the subtle nuances of this position.

SUPERVISORY RESPONSIBILITY:

The position will be responsible for supervising all programs comprising the integrated health care department. This will include the behavioral health staff in the Wellness program, the Community Health Program, the Health Benefits Program, Compliance programs and the Primary Care unit. Future responsibilities could include a Pharmacy, Vision and Dental Program.

INTERPERSONAL CONTACTS:

Has regular contact with others both inside and outside the organization. Requires significant interaction with the tribal attorney assigned to the department. These interactions

involve information exchange, problem solving, contract negotiations and ongoing innovation and development of improved health care delivery systems with appropriate documentation.

DISCLAIMER:

This Administration job description in no way implies that these are the only duties to be performed by the worker. At all times, employees will be required to follow any instruction and to perform any duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties and may need to receive additional instruction and/or increased supervision to accomplish these higher-level duties.

The undersigned individuals, upon their signatures, certify that they have reviewed and agree with the responsibilities and qualifications of this job description as described above.

- State and Tribal Background check required**
- Valid WA State Driver's License required Pre-**
- Employment drug testing required Native**
- American preference**
- Random Drug Testing**

Employee Signature

Date

Executive Director - Operations

Date