

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: HEALTH DIRECTOR
Department: Health Department
Reports To: Tribal Administrator
Status: Exempt
Salary Range: Negotiated
Level: 9
Open Date: August 06, 2010
Closing Date: Open Until Filled

SUMMARY

Responsible for all LTBB Health Department operations, including clinic, dental clinic, contract health, healthy start, community health, substance abuse, and all other health programs as developed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsibility for overall planning, development, and implementation of the LTBB Health Department.
- Responsible for management of all Health Department staff, through direct supervision or indirect supervision through subordinate managers.
- Formulate and implement budget based on appropriate workload indicators and anticipated revenues. Monitor and control health department costs to maintain expenditures within allocations.
- Develop and maximize revenue sources such as third party billing.
- Develop or expand services for direct medical care, substance abuse and mental health services, preventative medicine, community health and activities included in Indian Health Services (I.H.S.) Tribal Management Grant program, IHS 638 Contract and all other health grants and contracts received.
- Develop and implement policies and procedures for health department to ensure citizen needs are met in accordance with I.H.S. professional standards of medical care.
- Develop program and resources to incorporate Traditional Native Healers and Traditional Native medicines and ceremonies into healing and prevention activities for Tribal Citizens.
- Develop, implement, and evaluate methods to ensure effective and efficient use of staff, facilities, equipment, and other resources while maintaining patient care and program standards.

- Develop partnerships and coordinates activities with other health service agencies to increase services and extend program dollars. Educate outside agencies and our own Tribal Citizens on unique health needs of Native population.
- Assist grant office with developing resources, researching and preparing proposals for submittal to potential funding sources to obtain funds for ongoing or special projects.
- Plan and organize training for health staff, and participate in guidance and educational programs.
- Represent Health Department with external communities, locally and beyond. Advocate for health and human services needs at state and national levels.
- Maintain awareness of advances in the healthcare field.

SUPERVISORY RESPONSIBILITIES

Manages all employees in the LTBB Health Department, directly or indirectly. Responsibilities include planning, assigning, and directing work, training employees, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

OTHER SKILLS AND ABILITIES

Demonstrated ability to interact effectively with all levels of an organization; excellent communication, public speaking and writing skills; superior judgment, analytical, problem-solving and negotiation skills. Enjoys a challenge and committed to building a high-performance organization. Proficiency with computer is necessary.

EDUCATION and/or EXPERIENCE

Masters degree in health administration or related field preferred. Bachelor's Degree (B.A.) in health administration or related field, and minimum eight years experience working in the health care industry, with three years in a management level position would be considered. Experience working with Indian health organization preferred. Experience working with Traditional Native Healers preferred.

COMMENTS

Indian Preference will apply. Successful candidate will pass intensive background investigation.