

## JOB ANNOUNCEMENT

**POSITION:** Director of Operations  
**PROGRAM:** Tribal Health Administration  
**SUPERVISOR:** Tribal Health Administrator  
**SALARY:** Grade: 36 Step: 01; \$93,038 Annually  
**CLASSIFICATION:** EXEMPT  
**LOCATION:** Owyhee, Nevada

**OPENS:** January 5, 2022

**CLOSES:** Open Until Filled

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

### **SPECIAL CONSIDERATIONS:**

This position is subject to suspicion less (random) drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into regular contact with children and seniors in the course of his/her duties. This individual works in hazardous environments (machinery, electricity, chemicals, etc).

## **SUMMARY OF FUNCTIONS:**

The Director of Operations (DO) position is located at the Owyhee Community Health Facility (OCHF). The position provides leadership, guidance and direction to subordinate program managers and supervisors in planning, development, maintenance, execution and evaluation of personnel and services in the administrative areas such as fiscal management, Billing, Health Information, Clinical Applications, Purchased Referred Care, and Facilities. The incumbent may be assigned special administrative functions and projects as deemed necessary. The DO is ultimately responsible for the administration and implementation of administrative operations within the OCHF in support of providing quality patient care and is a key member of OCHF leadership.

## **Major Duties and Responsibilities:**

The Director of Operations (DO) directly leads, supervises, manages, coordinates, implements and evaluates the administrative operations of the OCHF. This is completed by the following:

1. Exercises full line authority and responsibility for administrative operational services. With the Tribal Health Administrator (THA) and other management personnel, incumbent will plan, develop and/or recommend overall program plans to accomplish the organization's mission. Ensures administrative operations are in compliance with all federal, state, tribal and local directives.
2. Ensures fiscal planning, implementation and monitoring are in compliance with all federal, state and local directives. Responsible for the development, implementation, monitoring and modification of organization and service spending plans.
3. Performs as primary advisor to the THA and other key leadership staff in all aspects of Administrative operations and functions. This includes interpretation of policies, procedures, recommendations for projected use of such resources and fully participates on a day to day basis for OCHF management discussions, decisions, policy making, and program evaluation.
4. Directly supervises the following subordinate positions and will oversee their respective operations: Health Information Manager, Billing Manager, Purchased Referred Care Manager, PBX Operator, Clinical Applications Coordinator, and Facilities Manager. Ensures goals, objectives and work plans are in place for each service.
5. Participates in the development and implementation of the organizations Strategic Plan, long and short-term policies, procedures and plans for the overall health care delivery system. Incumbent will work with other management personnel in the identifying, planning and improving both vertical and horizontal communications.
6. Works with the Shoshone-Paiute Tribes to ensure tribal administrative operations, standards, policies and services are incorporated and implemented in collaboration with OCHF practices. This includes Tribal programs such as Human Resources, Information Technology, Finance, Property & Supply and other services as deemed necessary.

7. The incumbent will assist OCHF management with the planning, coordination, overseeing and monitoring of the implementation of the OCHF's accreditation and compliance programs and activities with respect to Administration's (CMS, AAAHC, GAO, etc.) responsibilities. This will include structure, policies, procedures, performance improvement, evaluations, etc., and their application. Will work with personnel to ensure appropriate training and education takes place to enhance work competency and compliance. Will also provide reports to the appropriate authority as required.
8. Incumbent will assist with establishing and maintaining good relationships with a variety of groups and organizations, which have an interest in or mutual administrative goals, such as hospitals, medical societies, medical schools and other colleges and universities, accrediting agencies, public health officials and organizations.
9. Delegate authority, assigns special projects, and provides program direction to subordinate managers and supervisors in the various Administrative Service activities to assure effective establishment, planning, development, execution, effective integration with other health programs and functions and evaluation of those programs and functions.
10. Will perform other duties and responsibilities as assigned appropriate to the incumbent's current job description.

**Supervisory Controls:**

The incumbent is under the direction and supervision of the Tribal Health Administrator. Incumbent performs responsibilities and duties with minimum supervision. Experience and qualifications are conditions of employment which allows for full competence to perform the DO responsibilities. Work practice is professional in nature. Reports prepared by the incumbent are reviewed for completion, soundness of conclusions and for adherence to established policies and procedures.

**Minimum Education and Work Experience:**

Master's Degree: Public Health, Business Administration or Health Care Finance with 3-years of health care administrative operations experience in upper level management and supervision.

Bachelor's Degree in Public Health, Business Administration or Health Care Finance will be considered with 5 or more years of appropriate years of experienced relating to the DO position.

Preference: Documented experience in Finance Compliance Management.

**Other Significant Factors:**

Incumbent must demonstrate the skills and ability to apply the required understanding, knowledge, interpretation and application of the scope of work identified in this advertisement. Such as 1) knowledge of applicable laws; 2) policies, procedures, standards, plans, process flows; 2) organization structure, communication and chain of command, delegation of authority; 3) health care administrative operations and compliance; 4) program planning and evaluation; 5) Management and Supervision; 6) verbal and written communication; and 7) HIPAA and Privacy

**Scope and Effect:**

Incumbent must possess and demonstrate the required knowledge to ensure the organization administrative operations are in compliance of all regulations. Sufficient knowledge of Health Administration, patient care and community needs such as 1) to effectively coordinate and integrate administration with health care and the community, 2) to provide effective efficient administrative support for patient care activities, and 3) to arrive at the best possible solution to specific problems and meet the specialized requirements of any administrative situation.

**Guidelines:**

Incumbent must be able to serve as a resource person in both management, administrative and financial matters for management and employees with knowledge of federal laws; DHHS, IHS, Self-Governance Compacting, tribal organization and its policies, accrediting body regulations, CMS, HIPAA and how to relate to management functions and overall good general management objectives and practices.

Incumbent must possess basic knowledge of missions, organizations, programs and requirements of health care delivery systems in general and the ability to acquire information on the unique characteristics of the particular system served.

Incumbent must adhere to federal, state, tribal and organizational policies, procedures, laws and ordinances.

**Complexity:**

Incumbent must recognize the different functions and motivations of various employees and groups in the health care delivery system and ability to communicate effectively with each in order to gather information, present recommendations and coordinate services.

Incumbent must possess management ability including the ability to delegate authority, evaluate and control people and programs, recognize and adapt to changing priorities.

Incumbent's decision will be organizational in nature as it will affect the entire organization.

In order to accomplish the duties and responsibilities of this position, the incumbent is required to drive government vehicles. Therefore, the incumbent is required to maintain a valid motor vehicle operator's license.

**Physical Demands:**

The work requires occasional walking, bending and standing when conducting related duties.

**Work Environment:**

The work is performed in a professional office setting.

**HIPAA Privacy Act- (Significant Facts):**

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.