

JOB ANNOUNCEMENT

POSITION: Tribal Health Administrator
PROGRAM: Tribal Health Administration
SUPERVISOR: Chief Executive Officer
SALARY RANGE: \$86,424 - \$110,302 (**Grade:** 35-40) DOQ
CLASSIFICATION: EXEMPT
LOCATION: Owyhee, Nevada

OPENS: January 19, 2021

CLOSES: March 19, 2021

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.

SPECIAL CONSIDERATIONS: This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal, health-related and personal data. This position provides computer support for the Shoshone-Paiute Tribes. Additionally, this person periodically operates a Tribal vehicle.

SUMMARY OF FUNCTIONS:

The Tribal Health Administrative Officer position is located at the Owyhee Community Health Facility. The THA provides leadership, guidance and direction to subordinate program directors, managers and supervisors in planning, development, maintenance, execution and evaluation of personnel, fiscal management, business office, managed care, housekeeping, and health information. The fundamental responsibility of the incumbent is to direct these programs and services in a manner that assures the effective use, execution and appropriate record keeping, of available resources to provide the best possible administrative support to programs responsible for patient care.

The THA may delegate part of his/her authority and responsibility to the heads of departments and facility directors as assistants in order to perform his/her duties. Even though authorities and responsibilities are delegated, the Ax is ultimately responsible for the proper management of all OCHF programs assigned to him/her, and these assistants must be directly responsible to him/her.

Major Duties and Responsibilities:

The Tribal Health Administrator directly leads, supervises, manages, and coordinates the development, implementation, and physical plant of all designated aspects of administrative operations of all OCHF clinic/administrative programs with Federal, State, and community relations.

1. The incumbent is responsible for assuring the effective, efficient coordination, integration and correlation of administrative and operational support services with all OCHF programs and services in the overall management and direction of the OCHF
2. Participates with full line authority and responsibility for administrative and operational services with other management personnel to plan, develop and/or recommend overall program plans to the Governing Health Board for the effective accomplishment of the OCHF mission, goals and objectives.
3. Directs the development, execution and evaluation of subordinate administrative support services to assure effective establishment, coordination and integration of internal goals, objectives, policies, procedures, etc. to assure the accomplishment of these functions in a manner that is supportive of the overall OCHF mission, goals and objectives.
4. Will oversee other directors, managers and supervisors and staff, in all aspects of Administrative Support Services, to include 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, evaluation and shares accordingly the responsibility for related management actions.

5. Participates in the development and implementation of the hospital Strategic Plan, long and short term policies, procedures and plans for the overall health care delivery system giving special consideration to the integration of internal administrative and support service functions and activities and their relation to clinical and community health policies, standards and requirements, various regulatory and accrediting bodies, and to the impact of internal policies on outside entities such as other area hospitals and the community at large. Incumbent will work with other hospital management personnel in the identifying, planning and improving both vertical and horizontal hospital communications.
6. Maintains awareness of available resources and advises management of maximum utilization. Responsible for the coordination, facilitation, implementation and monitoring of tribal procurement, acquisition and inventory policies and procedures within the health care scope of the OCHF.
7. Assures that Human Resource policies and procedures are implemented and complied with. Periodically facilitates reviews and evaluation of exiting policies and procedures of all OCHF programs assigned to his/her administrative supervision to assure current needs are met and policies and accreditation standards are in compliance. Directs installation of improved work methods and procedures to insure achievement and improvement of hospital and department goals and objectives. Reviews, approves and modifies functions, procedures, assignments and recommends and/or facilitates performance improvement of operating activities with the assistance of program managers, improvement activities and measurements for program productivity.
8. Assures that all assigned programs are operating efficiently, effectively and in compliance with the standards of regulating agencies such as JCAHO and Medicare/Medicaid programs. Collaborates with other managers to negotiate, decide and/or coordinate working relations, administrative and patient care functions. Advises directors on requirements, problems, and services with recommendations of current and future improvements and/or resolutions.
9. Exercises fiscal management with responsibility of formulating, facilitating and monitoring the OCHF's operational spending plan along with recommending the reallocation of funds based on program and service needs. The incumbent is responsible for developing and integrating a multi-disciplinary approach to in formulating an annual budget. Establishes, implements, monitors and revises policies and procedures to allow for appropriate and efficient standards of practice and to address current and future trends. Formulates and presents budget plans for recommendations for approval. Develops and maintains effective fund control and monitoring policies and procedures. Prepares a written justification for the OCHF's direct operations budget and participates with other senior officials in the planning and utilization of resources. Budget and OCHF program priorities are modified as required to stay within budget limitations, requiring extensive coordination with Tribal Council, Governing Board, and OCHF staff. Identifies additional resources from which assistance may be obtained. Budget reports

with findings, conclusion and recommendations are submitted to the Tribal Health Administrator on a periodic basis.

10. Responsible for the development, planning, coordination, implementation, facilitation and monitoring of the OCHF's hospital wide Human Resource Program in relation to staffing, staff competence and other related areas. Assures that managers and supervisors are knowledgeable and competent in administering HR in their departments/programs. Assures that managers are provided with appropriate education and materials for personnel management in relation to recruitment, retention, placement, promotions, adverse/disciplinary actions, position classification and training / education and mediation. Participates in identifying staffing requirements, analyzes supporting documentation/justification for establishment of new positions, and insures equitable distribution of authorized position, within funding allocations. Develops and recommends internal personnel management policies and programs that are in compliance and supports established tribal personnel policies. Advises OCHF management staff on the interpretation of the various laws, regulations and instructions, counsels employees concerning personnel problems and recommends methods for improved utilization of personnel practices.
11. The incumbent is responsible for the planning, coordination, overseeing and monitoring of the implementation of the OCHF's accreditation, certification and compliance program. Will work with the Quality Assurance Director, Accreditation and Compliance and other key individuals in assuring that quality service and communication is appropriate to the needs of the hospital.
12. Establishes and maintains good relationships with a variety of groups and organizations, which have an interest in or mutual goals, such as hospitals, medical societies, medical schools and other colleges and universities, accrediting agencies, public health officials and organizations.
13. Delegates authority to and provides general program direction to, subordinate directors, managers and supervisors in the various Administrative Support Service activities to assure effective establishment, planning, development, execution, effective integration with other health programs and functions and evaluation of those programs and functions.
14. Will perform other appropriate duties and responsibilities as assigned.

Supervisory Controls:

The incumbent is under the general direction of the Chief Executive Officer and functions as a key member of the hospital's management staff. Incumbent performs responsibilities and duties with minimum supervision. Experience and qualifications are conditions of employment which allows for full competence to perform administrative responsibilities. Reports prepared by the incumbent are reviewed for soundness of conclusions and for adherence to established policies and procedures.

Education and Work Experience:

Masters degree or equivalent in public health or health care administration and four to ten years of related experience and or training.

Three years of health care administrative experience including knowledge in Management, Human Resources, Supervision and Fiscal Management.

Significant factors described in the job description may also be used for minimum qualifications.

Scope and Effect:

Incumbent must possess and demonstrate the required broad knowledge of a variety of non-medical programs, functions and activities such as Human Resources, Financial Management, Maintenance, Property and Supply, Contract Health Service, Housekeeping, etc., and sufficient knowledge of medical and community needs and procedures, such as 1) to effectively coordinate and integrate the administrative with the medical and community health activities, 2) to provide effective efficient support for the medical and patient care activities, and 3) to arrive at the best possible solution to specific problems and meet the specialized requirements of any hospital situation.

Guidelines:

Incumbent must be able to serve as a resource person in both management and administrative matters for employees with a basic knowledge of federal laws; DHHS, IHS, Self Governance Compacting, tribal organization and its policies, accrediting body regulations, employee needs, Customer Service, program purposes and intent, etc., 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 be familiar with regulations and standards of various regulatory and credentialing groups and ability to reconcile contradictory requirements.

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 must have basic knowledge of the budget and fiscal management programs, policies and activities related to patient care and the cost of equipment, supplies and services. Incumbent must possess an understanding of budget formulation, presentation, execution and funds control methods. Must be able to provide advice and assistance to management personnel by accounting for past and current expenditures, overages and shortages and lapse of money status.

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 conduction related duties.

Work Environment:

The work is performed in an 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.