Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, NV 89832, (208) 759-3100, Fax: (208)277-1890
Website: www.shopaitribes.org; Human Resources Email: hr@shopai.org

JOB ANNOUNCEMENT

POSITION: Tribal Health Administrator
PROGRAM: Tribal Health Administration
SUPERVISOR: Chief Executive Officer
SALARY RANGE: $120,681.60 - $133,057.60 (Grade 38-40, Step 01)
LOCATION: Owyhee Nevada

OPENS: October 2, 2026 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.

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 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.

JOB SUMMARY:

The Tribal Health Administrator (referred to as Administrator hereafter) shall be delegated overall responsibility and authority for the financial, administrative and operational management of the Owyhee Community Health Facility (OCHF) and community-orientated health related programs of the Shoshone-Paiute Tribes. The Administrator along with the Tribes' CEO, Chief Financial Officer and Business Council will negotiate the Annual Funding Agreement in accordance with the terms of the Self-Governance Compact. The Administrator will oversee and administer the health facility and community health programs as outlined in policies adopted by the Shoshone-Paiute Business Council and the OCHF Governing Board. The administrator shall report to the OCHF Governing Board on all matters pertaining to the health facility and health issues and shall be under the direct supervision of the CEO of the Shoshone-Paiute Tribes.

The Administrator shall, unless otherwise expressly provided, be an ex-officio member without vote on all internal health facility management committees and shall act as the duly authorized representative of the Governing Board in all matters except those in which the Governing Board or the Business Council has formally designated some other person or group to act.

ESSENTIAL FUNCTIONS:

1. Participates with the OCHF Governing Board in charting the course of the health facility and community health programs in response to developing needs of the community.
    a. Evaluates the effect of external forces on the overall health of the community as well as the Owyhee Community Health Facility and develops short-range long-range plans that address and support the philosophy and general objectives of the program.
    b. Keeps abreast of and informs Governing Board members of current trends, issues, problems and activities in the health care field.
    c. Assesses community health needs and facilitates policy making.
2. Ensures the attainment of health facility and community health program objectives through the selection process as well as staff development, motivation and evaluation of personnel.
    a. Develops and carries out personnel accountabilities through monitoring and evaluating on a regular basis.
    b. Establishes appropriate departmentalization and delegates proper lines of authority.
    c. Leads and directs educational programs for staff where possible and encourages the pursuit of formal and informal education in the various health areas.

    d. Participates and assists in negotiating professional contracts for health care and administrative services.
    e. Develops and maintains an appropriate salary structure.
    f. Develops and maintains a safety program to help prevent occupational mishaps.
3. Formulates policies needed to assure acceptable health care services and monitors the adequacy of the health facility's medical activities through coordination with medical staff, nursing personnel, reporting same to the OCHF Governing Board.
    a. Assures health facility operating stability by promoting a working environment that is conducive to employment and promotes staff morale.
4. Promotes health care services in a cost-effective manner.
    a. Assures sound fiscal practices in the operation of the health facility and the Health and Human Services Department.
    b. Develops a comprehensive annual budget that accurately reflects the fiscal needs of the health programs.
    c. Plans and projects capital equipment needs for recommendation to the OCHF Governing board and Business Council.
    d. Plans the use of resources of the institution and takes steps to insure the same against physical damage.
5. Ensures compliance with regulations that govern health facilities and the rules of accrediting bodies.
    a. Continually monitors the organization's service delivery
    b. Initiates and maintains changes as required.
    c. 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.
6. Encourages positive interaction of the OCHF within the community.
    a. Regularly meets with auxiliary staff and volunteers to improve service and generate community involvement.
    b. Speaks to community groups concerning health programs and health issues.
    c. Initiates, develops and maintains cooperative relationships with the business community and other health facilities.

MINIMUM EDUCATION & EXPERIENCE:

1. Master's degree or equivalent in public health or health care administration and four to ten years of related experience and or training.
2. Minimum of three years of health care administrative experience
3. Minimum of three of experience with grants and annual budgets
4. Minimum of five years supervisory experience