



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Health Director
Location: Lac Courte Oreilles Community Health Center
Posting Date: October 24, 2019
Closing Date: Open Until Filled
Salary Range: Negotiable (D.O.Q)
Location: LCO Health Center

Description of Position:

The Tribal Health Director will manage the day to day operations of the LCO Health Center. The Tribal Health Director is responsible for overall administration, planning, organization, fiscal management, and supervision of all programs and staff of the Lac Courte Oreilles Community Health Center. Major duties and responsibilities include personnel management, fiscal Tribal management, Purchased and Referred Care services management, planning, and coordination with other agencies and public relations. The Health Director will ensure compliance with Indian Health Service, State and Federal Policies.

Qualifications:

- Bachelor's degree in Public Health or Business required, Master's degree preferred (The ability to obtain the education requirement during the first term of the employment agreement will be considered).
- Three years experience in management of a Tribal Health facility preferred.
- Knowledge of Indian Health Service Programs preferred.
- Knowledge of Federal Contracting Regulations and Procedures.
- Experience in program planning, budgeting, proposal writing and management of Purchased and Referred Care Program required.
- The ability to supervise health professionals.
- Have a working knowledge of electronic health records, Internet software; Spreadsheet software and Word Processing Software.
- Ability to understand budgets, expenditure reports, forecasting, and calculation of revenues / expenditures.
- Must be able to pass a Background Check.
- Must be able to pass pre-employment drug test.
- Valid WI Driver's License and vehicle insurance.

Major Duties and Responsibilities:

1. Provide leadership to all Health Center employees and delegate direct supervision to appropriate supervisors throughout each department.
2. Ensure proper management of program records, compliance and timely submittal of reports, and budgets.
3. Plans, organizes and implements goal orientated health programs.
4. Direct all activities of the LCO Health Center and ensure compliance with Tribal, Federal, State and / or Local regulations and requirements.
5. Attend or delegate staff to attend appropriate conferences, workshops, and meetings. Community Collecting and disseminate program and service related information to program managers, Health Advisory Board and Tribal Government.
6. Conduct a minimum of 1 (one) all staff meeting per month to ensure that all staff are aware of program activities, new initiatives and address program needs.
7. Ensure program grants / contracts are written and submitted to tribal council within dates due to funding source.
8. Submit written monthly, quarterly and annual reports to Tribal Government as requested.
9. Ensures security of the building, office and clinic equipment as necessary.
10. Maintains confidentiality of records and protected health information.
11. Must be willing to travel.
12. Attends Tribal Directors meetings.
13. Reports to the Tribal Governing Board as requested.
14. Prepare and / or review documents for Accreditation purposes.
15. Works with the Quality Assurance team, patients and staff to address problems regarding patient care.
16. Enforces adherence to administrative and personnel policies and procedures.
17. Risk Management Program oversight.
18. Health Center budgets.
19. Approves expenditures of less than ten thousand (\$10,000.) consistent with Tribal Procurement policies.
20. Investigation and Reporting of Adverse Incidents in patient care.

Qualifications / Skills / Knowledge:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the management knowledge, skill, and / or ability required of the Tribal Health Director.

- Demonstrated ability to plan, direct, and evaluate a performance –based and complex ambulatory health center.
- Demonstrated knowledge of professional and technical aspects of health programs and related tribal services.
- Demonstrated successful supervisory skills, including but not limited to staff evaluations, problem-solving, maintaining effective working relationships, and facilitating staff productivity.
- Demonstrated knowledge of Indian Health regulations.
- Demonstrated knowledge of current literature, healthcare reimbursement trends, funding opportunities and developments in health care including the Affordable Care Act.
- Demonstrated ability to develop and present long-range program plans and budgets.

- Demonstrated ability to respond to court directives with the provision of prevention, education, and intervention programs and services in the areas of juvenile justice, family violence, and community service programs, to address a broad range of community needs.
- Demonstrated ability to express ideas effectively, both orally and in writing.

Culturally Sensitive:

The Tribal Health Director must be culturally sensitive and knowledgeable of the customs, traditions, practices and sovereign status of the Lac Courte Oreilles Tribe.

Supervision and Guidance:

The Tribal Health Director will work under the direct supervision of the Lac Courte Oreilles Tribal Governing Board.

Applicants for employment with the Health Center must submit with the application form additional documents including the following:

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Dept

13394W Trepania Road

Hayward, Wisconsin 54843

(715) 634-8934

(715) 634-4797 FAX

(715) 634-1209 HR FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American preference will be given preference to candidates of equal or comparable qualifications.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.