



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

JOB TITLE: Health Services Director

DEPARTMENT: Health Services

POSITION SUMMARY:

The Health Services Director is a highly motivated leader who can provide overall direction, lead development initiatives, and formulate policies and business strategies, while working to achieve the mission of the Swinomish Indian Tribal Community (SITC). The Director is in charge of oversight of the medical and dental clinical practices, oversees regulatory compliance, safety and standards of care, and is responsible for all administrative practices and business administration of all health care services of the Swinomish Indian Tribal Community.

SUPERVISION:

The Health Services Director reports to and is directly supervised by the Tribe's General Manager. This position provides general oversight to the Medical and Dental Clinics and directly supervises the Medical Clinic Director and the Dental Clinic Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops, maintains, and implements formal clinic policies and procedures; guides medical and dental staff professionals to deliver consistent standards of care, assuring clinical practices are above reproach and of the highest quality.
2. Collaborates with the medical and dental Program Managers to ensure smooth operation of clinics and programs including staffing, scheduling, and cost benefit of programs.
3. Translates the SITC business vision and strategy into operational tactics which will assure quality of services, as well as full compliance with all guidance and initiatives employed by the organization.
4. Recommends and leads subsequent revisions to all planning efforts; strengthens all SITC medical and dental program's ability to positively influence through leadership, advocacy, and exemplary clinical and administrative practices.
5. Ensures all medical and dental assessments, outcomes, and reporting standards are consistent with, or exceeding industry standards.
6. Recommends on decisions for the building, renovation, leasing and/or expansion of all medical and dental initiatives.

7. Provides inspirational leadership to engage and motivate facility staff and community across the medical and dental divisions.
8. Provides advice, support, and operational and technical consultation to the Senate of the SITC through board meeting participation and regular communication.
9. Collaborates with the Program Managers and Human Resources to develop, review, and revise resources and staff management practices that support a high performing, team-based culture.
10. Provides annual performance evaluations of all assigned staff in conjunction with the Program Managers
11. Other duties as assigned. The specific job duties described above are intended to be primary examples of assigned tasks and not meant to be exclusive. Employees are expected to perform any reasonable duties and tasks assigned to them by their supervisor or department director.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

1. Master's degree in Health Services Administration or comparable education and experience in the health services industry.
2. 10+ years of progressively responsible experience in leadership roles in the medical and dental industry and/or business sector.
3. Extensive experience in organizational design, excellent computer, interpersonal, written and oral skills
4. Ability to work collaboratively across all levels of an organization
5. Experience managing and leading health care operations including contract and financial management, marketing, and public relations.

Required Knowledge, Skills and Abilities

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and financial resources.
2. Ability to work in a cross-culture environment and understands the social and cultural context of the Swinomish Indian Tribal Community.
3. A team player with demonstrated dedication to excellence. Personal integrity manifested in a positive and credible image.
4. A management style that supports a collaborative environment and continuous improvement culture. Leading teams and coaching employees to successful outcomes.
5. Must pass extensive criminal background check and pre-employment drug screening.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Work will require bending, lifting and carrying up to 25 pounds, walking over rough, overgrown and uneven terrain.
3. Work is performed primarily indoors with occasional outside visits as required.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Health Services Director is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

TRIBAL PREFERENCE

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

Employee _____ **Date:** _____
Health Services Director

Supervisor: _____ **Date:** _____
General Manager