



JOB DESCRIPTION

JOB TITLE: Clinic Executive Director
REPORTS TO: Tribal CEO
DEPARTMENT: Administration
LOCATION: Rolling Hills Clinic (RHC)
705 East Street, Corning, CA 96021
2540 Sister Mary Columba Drive, Red Bluff, CA 96080
STATUS: Full-time, 100% FTE, Exempt, 40 hours per week

Native American Preference in hiring is given to qualified enrolled members of the Paskenta Band of Nomlaki Indians, descendants of members of the Paskenta Band and registered members of other Native American tribes or First Nations in North America provided that the individual can provide satisfactory proof of such membership in accordance with the Band's Preference Policy (Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies).

POSITION SUMMARY

The Executive Director's (ED) primary responsibility is achieving the RHC strategic goals of the Tribe. The ED plans, organizes, directs, coordinates, and executes the overall management of the clinic. They will assist in establishing specific goals; determine work procedures and expedite workflow; ensuring compliance with all operating policies and procedures and implementing standardization between Corning and Red Bluff clinics.

DUTIES & RESPONSIBILITIES

1. Administers the activities of the clinic in accordance with the operational, fiscal, personnel, and other policies adopted by the Tribe.
2. Establishes policy with Tribal Council by identifying short term and long-range issues to be addressed.
3. Develops and fosters a collaborative, inclusive, and empowering organizational culture.
4. Provides information pertinent to the Tribal Council's deliberations, presenting options and recommending courses of action especially where technical or legal considerations are involved.
5. Measures and improves efficiency and quality of health care.
6. Keeps the CEO informed by collecting, analyzing, reporting, and summarizing information and trends.
7. Always being accessible when being addressed with questions or requests by the Tribal Council and CEO.
8. Assists the Tribal Council in interpreting the policies, directives, and instructions from federal, state, local and private funding agencies.
9. Maintains and develops close interagency working relationships with federal, state, local, public and private health agencies.
10. Enforces the Tribal Council's decisions by developing, monitoring, and enforcing policies and procedures.
11. Keeps the Tribal Council fully advised of the status of the development and management of all clinic projects.
12. Complies with federal, state, local, tribal laws, codes, and regulations.

13. Enhances clinic programs, policies, procedures, practices, methodology, and organizational structure by performing analytical, evaluative, developmental, and advisory work as a strong team player.
14. Functions as the primary link between the RHC and Tribal Government.
15. Protects patient, employee and Tribal confidentiality consistent with HIPPA.
16. Works closely with the Tribal Accounting Department to achieve financial objectives. Develops and recommends annual budgets, monitors all expenditures, analyzes variances, initiates corrective actions, and anticipates long term issues.
17. Works closely with the HR Department to identify and recruit providers.
18. Responsible for maximizing access to care through efficient patient flow.
19. Responsible for leading financial growth.
20. Directs and oversees patient charting and billing process, to include accurate and timely coding of all healthcare claims.
21. Responsible for all written correspondence of the clinic.
22. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

1. Bachelor's degree in healthcare administration or related field required.
2. 10+ years of healthcare management experience, including primary, specialty, and dental care.
3. IHS, FQHC, or Tribal Health Clinic experience preferred.
4. Demonstrated competence in reacting to and handling emergencies.
5. Able to work collaboratively with multiple health professionals in a busy and complex environment using tact, diplomacy, and discipline.
6. Ability to understand and adhere to established policies, procedures, and protocols.
7. Demonstrated proficiency in supervising and motivating subordinates.
8. Ability to pass a Pre-Employment drug screen and criminal background check/fingerprinting in accordance with all applicable laws.

COMPETENCIES

1. Commitment to excellence and high standards.
2. Excellent written and oral communication skills.
3. Strong organizational, problem-solving and analytical skills.
4. Ability to manage priorities and workflow.
5. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
6. Acute attention to detail.
7. Ability to work independently and as a member of various teams and committees.
8. Strong interpersonal skills.
9. Good judgment with the ability to make timely and sound decisions.
10. Creative, flexible, and innovative team player.
11. This position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contact with Indian health organizations which require tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to speak, read, and write in English proficiently.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs and pie charts.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Microsoft Office software and EHR systems.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

BACKGROUND CHECK REQUIREMENTS

Pre-employment Drug Testing and a Department of Justice Fingerprinting clearance through Federal, State and Child Abuse Index is a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

VACCINATION REQUIREMENTS

A pre-employment Physical exam is required upon hire. You will be required to provide vaccination records to show proof of immunity for TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.