



Job Position:	Director of Health Services	Department:	Health Services
Reports to:	Tribal Administrator	Status:	Full-time
Classification:	Exempt	Salary:	Based on Experience
Posting Date:	January 10, 2020	Closing Date:	Open Until Filled

Position Description

Summary

The Tunica-Biloxi Tribe of Louisiana is currently seeking interested candidates for the position of Director of Health Services. This position will be responsible for management of the Tribe's Health Department and for oversight of the clinical practices, patient treatment, regulatory compliance, safety and standards of care, and the general administration of health services of the Tunica-Biloxi Tribe of Louisiana.

Essential Duties and Responsibilities

- Provides direct supervision to the Health Department staff to ensure the delivery of quality, best practice health services.
- Delivers and provides medical screening, evaluation, diagnosis, treatment, and prevention services to all eligible patients.
- Records and documents assessment data, interventions, results, and patient outcomes.
- Educates patients and/or their families in order to promote wellness, prevent health problems, maintain current health and intervene in acute or chronic illness.
- Analyzes patient reports and findings as needed; prescribes medications and administers treatment plans.
- Collaborates with physicians in the development of clinical protocols/procedures for the delivery of in-patient care.
- Aggressively pursues alternate resources to support departmental activity including grants, contracts, staffing agreements and third-party reimbursements.
- Develops and submits an annual operating budget for Indian Health Service, Third Party, and all other health center related grants and programs for the approval of the Tribal Council.
- Maintains current knowledge of applicable Federal Regulations for the management of a 340B Pharmacy program.
- Assists in the scheduling of appointments following the appropriate CHS guidelines (such as eligibility, purchase order generation, patient care, and other appropriate tasks.)
- Acts as a liaison between Tunica-Biloxi Health Department and outside agencies.
- Represents the Tunica-Biloxi Tribe of Louisiana on health-related boards and/or committees as appropriate.

- Ensures that patient referrals to outside providers are processed timely.
- Provides and encourages staff development and training as appropriate to build capacity within the Health Department and the health care delivery system.
- Participates in contract negotiations between the Tribal Government and the Indian Health Services.
- Responsible for all audit findings and emergency preparedness activities as related to the Health Department.
- Provides supervision and management for all aspects of the Health Department and clinic's business functions to ensure timely flow of financial information within billing, payments, receipts and other financial matters.
- Reviews and signs payment authorizations and purchase order requests for Health Department programs.
- Works in cooperation with other tribal departments towards shared community health goals.
- Promotes community awareness of services available, including the planning of the planning of health fairs, seminars or any other community activities
- Responsible for following confidentiality procedures as outlined in the Privacy Act, HIPAA, and other laws.
- Reviews on an annual basis and provides for the revision of the Tribe's current health policy, patient handbook, and other health related policies and procedures.
- Provides for the completion of all reports on a timely basis as required for submission to outside agencies, the Tribal Administrator, and the Tribal Council.
- Performs other related tasks, as requested or assigned by the Tribal Administrator or the Tribal Council.

Additional Required Skills

- Ability to maintain appropriate confidentiality and provide safeguards to protect the confidentiality of all patient and client records.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Organized with unfailing attention to detail and outstanding project management skills.
- Ability to work odd and irregular hours, as needed.
- Ability to train employees when needed.
- Must be people-oriented and relate well to people from diverse backgrounds.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training and other events as assigned.
- Ability to establish and maintain a positive working relationship with the Tribe's membership.

Qualifications

- Ability to apply medical techniques to patient care in clinic situations.

- Ability to maintain harmonious working relationships with other employees.
- Ability to maintain complete casework confidentiality.
- Ability to communicate effectively both orally and in writing with clients, contractors, health resource staffs, IHS, etc.
- Knowledge of IHS, Tribal Healthcare, Federal Regulations, Medicare like rates, and program implementation.
- Knowledge of Resource Patient Management System (RPMS) functions to obtain appropriate information, maintain/edit client and provider information, schedule/ cancel appointments, and make payments to accounts.
- Knowledge of the Privacy Act and Health Insurance Portability & Accountability Act required.
- Knowledge of preventive health and addiction treatment.
- Experience in a supervisory or managerial role.
- Must have cultural sensitivity and be able to incorporate Native American community values in the health care process.

Education/Experience

- Bachelor's Degree, preferably in Health Administration, Public Health, Nursing, Biology, or a closely related field that has equipped the applicant with the general knowledge, skills and abilities to successfully perform the duties of the position; or a combination of six (6) years of related health or clinic experience and/or training; or an equivalent combination of education and experience.
- Current CPR certification
- Valid Louisiana Driver's License

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this position, the employee may be frequently required to stand, walk and sit for long periods of time.