



Job Position: Health Director	Status: Full Time/Exempt
Division: Health Department	Salary: Based on Experience
Posting Date: September 10, 2020	Closing Date: September 25, 2020

Job Description

Summary:

The Health Director is responsible for planning, developing and directing the administrative and therapeutic aspects of multiple specialized public/community health, mental health, and nutrition and health education programs. The day to day performance of the operation of the Tunica Biloxi Tribe outpatient clinic is the primary focus of the Health Director, who will ensure that quality patient care is provided in accordance with the Tribe's mission and objectives.

The Health Director develops and maintains relationships with local, state, tribal, regional and national health and professional organizations and regulatory agencies. This position is located on the Tunica Biloxi Tribe reservation and reports directly to the Tribal Administrator.

Essential Duties and Responsibilities include the following.

- Directs the planning, development, implementation, administration and evaluation of comprehensive healthcare and prevention programs and activities as related to I.H.S, contract and grant. Provides leadership to ensure understanding of and promote comprehensive health program objectives
- Oversees the development and expansion of programs including research, preventive medicine and public/community health programs.
- Develops and establishes short and long range goals, planning and implementing programs for the assigned areas. Monitors the progress of programs through quality assurance measures.
- Advises and consults with Tunica Biloxi Tribe operations and Tribal leaders to formulate and or revise policies, procedures, standards, protocols and guidelines.
- Ensures compliance with applicable federal, state, Tribal and local laws, rules, regulations, policies and procedures.
- Ensures compliance with HIPPA laws and protocol.
- Participates in the development and administration of operating budgets
- Directs the preparation and submission of grant applications and proposals and participates in contract negotiations.
- Analyze operations to evaluate performance of health programs to ensure objectives are met and determine areas of program improvement or policy change.
- Oversee the development and implementation of client management system and the analytical, therapeutic, preventive and clinical studies.
- Oversees the professional development of Health department employees in accordance to the personnel policies and procedures.

- Conducts performance appraisals and takes necessary action in accordance with the personnel policies and procedures.
- Establishes and maintains network and collaboration with health organizations, the public and health professionals.
- Attends required meetings that may include travel outside the state of Louisiana.
- Prepares reports and presentations for government and community meetings.
- Performs other duties assigned.

Competencies:

- Knowledge of Native American and cultural appropriate healthcare deliver
- Maintain absolute confidentiality, adhering to HIPPA guidelines and the Privacy Act
- Knowledge of business and management principles; Ability to plan, negotiate, allocate resources and coordination of people and resources
- Ability to adapt and deal with complex situations.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to multi-task, have unquestionable integrity and an uncompromising commitment to quality
- Ability to effectively communicate orally and in writing

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, training and/or education;

Three years of experience in grant/contract administration and budgeting required.

- Demonstrate a working knowledge of patient centered care in Medical Services, Primary Care Medical Clinic and Administrative Operations in a clinic setting.
- Ability to plan, develop and implement a comprehensive health care delivery system
- Working knowledge of Grants Administration to ensure contractual/grant performance measures are met
- Demonstrate knowledge of sound financial management practices
- Demonstrate knowledge of project management activities.
- Working knowledge of Contracts and Awards, i.e., IHS, SAMSHA, CDC, CMS, etc.
- Ability to provide oversight of the preparation of negotiation documents, scope of work, budgets, for funding agreements
- Knowledgeable of P.L. 93-638 Contract, Indian Health Care Improvement Act, Affordable Care Act

Certificates and Licenses:

- Must possess a valid State Driver's License
- Must successfully pass a criminal background check

Supervisory Responsibilities:

This job has supervisory responsibilities.

Work Environment:

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.

The noise level in the work environment is typical of that of an office.

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.

This is primarily a sedentary position. There may be some walking and must be able to lift up to 5-10lbs. Candidates must have good eye and hand coordination.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested;
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org