

POSITION DESCRIPTION

POSITION: Director S/M Health Center

LOCATION: S/M Health Center

SALARY: \$Negotiable/Exempt

REPORTS TO: Tribal Administrator

POSTING DATE: 11-23-15

CLOSING DATE: 12-8-15

PAY GRADE: 8

DEPARTMENT: Health & Wellness Center
Administration

GENERAL RESPONSIBILITIES:

The Director of the Stockbridge-Munsee Health Center is responsible for the overall fiscal management, medical direction, and staff supervision of the Health Center, the Ella Besaw C.B.R.F., EMS program and Emergency Preparedness program.

DUTIES:

1. Develops the long and short-term strategic plan in conjunctions with the Tribal Administration, Tribal Council, S/M Health board, and community to provide comprehensive health care, maintain reasonable costs and providing a reasonable profit.
2. Directly supervises the staff Team Leaders.
3. Seek out additional sources of income to support programs and care services.
4. May assign responsibility for specific day-to-day functions to qualified members of the Health Center Staff.
5. Work with the Human Resources Department to effectively meet and maintain staffing requirements.
6. Work with the Health Board so as to receive guidance and suggestions in order to provide services to the designated client base.
7. Seek outside service providers to enhance, broaden, and maintain the quality, cost and types of services provided to clients.
8. Keep abreast of fiscal contributions and regulations such as, but not limited to Third Party Pay (Health Insurance), Indian Health Service, Bureau of Indian Affairs, and Grants.
9. Oversee the development of a comprehensive budget for Tribal Council approval.
10. Must be able to provide the highest quality of service available while operating within the annual budget approved by Tribal Council.
11. Gather information to prepare and submit an array of reports as required in a timely manner.
12. Oversees the maintenance of the Accreditation process.
13. Oversee the development and implementation of Electronic Medical Records process.
14. Must maintain an acceptable departmental attendance record.
15. Must be reliable and prompt when reporting to work.
16. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
17. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.

18. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
19. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. A Bachelor's degree in Health Care Administration, Business Administration or other Health related field is required. Masters preferred in these fields.
2. Three years working experience at a management level in a multi-service health care provider facility. Must be able to demonstrate this working experience.
3. Must be able to demonstrate financial management background.
4. The ability to prepare, write, read, understand, and manage annual fiscal budgets is required and must be demonstrated.
5. Must be able to effectively create written long-term and short-term goals for the S/M Health Center.
6. Must be able to manage a diverse staff including coaching, teaching, and corrective counseling enabling staff to grow within the framework of their job. Must have skills in leading professionals within a variety of health-care fields towards common goals of the Health Center.
7. Must have the ability to analyze, develop, and recommend policies and procedures for various components of the Health Center.
8. Knowledge of computers and various software packages required.
9. Previous supervisory experience required.
10. Must be able to maintain confidentiality.
11. Must possess high degree of oral and written communication skills.
12. Must possess strong organizational skills.
13. Must possess the ability work with others in a team atmosphere.
14. Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
15. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
16. Must be willing to attend all applicable training.
17. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
18. Must be eligible for coverage under the employer's liability insurance.
19. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

20. Must be able to meet physical requirements of position.
21. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
22. Must abide by departmental and organizational safety, testing, and uniform guidelines.

SUBMIT APPLICATION TO: Human Resource Department
Stockbridge/Munsee Community
N8705 Moh He Con Nuck Rd
P.O Box 70
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS DRUG
SCREEN AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer
except Indian Preference is given in accordance with the Tribal Employment.**

Although an interview may be granted, this does not determine that the candidate fully
meets the qualifications until it is determined by the interview team.

New Position:	Tribal Council Approved:10/7/03
Revised Position: 09/19/03	Tribal Council Approved: 1-3-01
Revised Position:	Tribal Council Approved: 8-2-11