

## TRIBAL HEALTH DEPARTMENT DIRECTOR



This is a professional executive management position with overall responsibility for the health services system and supervision of a variety of health and medical services and programs operated by the Southern Ute Indian Tribe (SUIT) through its Tribal Health Department (Department). The Tribal Health Director is responsible for provision of effective and efficient health/medical services in coordination with the Tribal Council, the Executive Officer, Provider Staff, and other relevant resources. The Director provides leadership and general supervision to divisions within the Department ensuring compliance with all applicable policies & procedures, contracts, and law.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensures efficient operation and provision of quality health services for SUIT members and eligible Native Americans in areas to include, but not be limited to, Primary Care, Pharmacy, Behavioral Health, Dental, Optometry, Home and Community Health, Diabetes and Wellness, Nephrology, Audiology, and Rheumatology.
2. Manages the SUIT Tribal Member Health Benefits Plan (PLAN), a self-funded health benefit program providing comprehensive healthcare benefits to eligible tribal members.
3. Develops, implements, and manages a comprehensive "Business Plan" for the Department and its programs and divisions, including periodic review of the business plan, with the goal of increasing revenue.
4. Ensures all Department operations are performed in accordance with all applicable laws; PLAN guidelines; P.L. 93-638 contract requirements, grant requirements, and fiscal limits.
5. Reviews and approves fee schedules and ensures that efficient/timely/proper billing and payment is occurring and that third-party administrators (TPAs) are fulfilling the needs of the Department and complying with all contractual and legal requirements.
6. Assesses Department programs, staff, organizational structure, and policies and procedures to identify areas in need of change for improvement in the efficiencies of operations and the provision of high-quality services for the SUIT members and eligible recipients.
7. Ensures that an adequate provider network is available for patients and works in coordination with the Chief Medical Officer and other relevant Clinic staff to address provider service problems or complaints.
8. Establishes, promotes, and monitors high standards of professionalism and quality services. Implements the vision, mission, goals, and guiding principles and values of the Department and its programs and divisions.
9. Utilizes SUIT Personnel Policies and Procedures and performs all aspects of employee supervision to include scheduling work, reviewing performance, recruiting and hiring, addressing conduct and issuing disciplinary actions, identifying training needs, and reviewing a wide variety of employment related forms and documents for approval/denial.
10. Performs high level financial duties in areas including, but not limited to, procurement, travel requests, capital expenditures, and all aspects of budget development and compliance.

11. Reviews, evaluates, and approves the timely and accurate dissemination of Department information to the Executive Office, Tribal Council, the Tribal membership, other Tribal Departments, contractors, and relevant outsider organizations and providers.
12. Prepares requests for proposals (RFPs) for various health service-related projects, evaluates responses, prepares contracts and legal agreements; and works within established policies and procedures for all necessary review and approval for these documents.
13. Drafts, reviews, and approves grant requests in accordance with Tribal Council direction, applicable laws and guidelines, and ensures the Department operates within approved fiscal limits and in compliance with grant guidelines and requirements.
14. Fosters and maintains positive communication with Tribal Council, Executive Officer, Tribal Department Directors, employees, Tribal Human and Health services providers, Tribal members, Federal Government, and other organizations.
15. Ensures that Department staff receive adequate and appropriate training to maintain necessary credentials and facilitate high quality job performance in a safe and healthy manner. Develops a succession plan for staff to pass on medical and institutional knowledge.
16. Establishes and maintains strong customer relations within the Department.
17. Ensures accountability and continuous improvement in all program services, to include the accessibility, quality, and effectiveness of program services.
18. Develops a communication plan and provides regular and clear communications to the tribal membership regarding the availability of program services.
19. Attends meetings and trainings as required or requested.
20. Performs other job duties as assigned.

#### **QUALIFICATIONS:**

Must have a MA/MS in Health Care Administration or related field and 7 years of experience in an administrative capacity in a health services/medical related field **OR** BA/BS in Health Care Administration or related field and 9 years of experience in an administrative capacity in a health services/medical related field.

Must have 7 years of successful supervisory experience.

Must have experience working with health care delivery systems, quality improvement, and developing and implementing new programs.

Must have experience working with Indian Health Services and Native American health programs.

Must have working knowledge of federal, state, and local health and human services programs.

Must have experience working with or managing all aspects of health benefit programs to include, but not be limited to, claims administration; TPA agreements; Medicare, Medicaid, and other medical billing/collections processes; provider networks; identifying and resolving program problems and issues.

Must have experience in the development and administration of complex budgets in excess of \$5 million.

Must have experience effectively handling crisis intervention situations.

Must have a basic understanding of grants and contracts through the federal government or other agencies.

Must have computer experience in software programs including Microsoft Word and Excel.

Must have valid driver's license for state of residency and be insurable under the Tribal Vehicle Insurance Policy.

Must pass a thorough background check including criminal history and pre-employment drug test.

This position is open until filled.

Apply online at <https://careers.southernute.com/pfund>

*Native American Preference; all applicants welcome to apply.*