



**TRIBAL GOVERNMENT & ROLLING HILLS CLINICS**  
**EXECUTIVE DIRECTOR**  
**JOB DESCRIPTION**

Reports to: Chief Executive Officer of the Paskenta Band	Open: 06/20/2019
Job Class: Full-Time; Exempt; 100% FTE at 40 hours per week	Closes: until the position has been filled.
Email or fax resumes to: hr@paskenta.org	Projected Start Date: negotiable
<i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i>	

**POSITION SUMMARY**

The Executive Director will work collaboratively with the CEO, the Tribal Council and the Rolling Hills Clinics Advisory Board to achieve the goals described in the five-year plan. In addition to achieving the long-range strategic goals, the Executive Director and CEO will be responsible for achieving the annual tactical goals relating to finance, regulatory compliance, patient satisfaction, staff satisfaction and all other agreed upon operational measures.

Oversee the operational health of the entire operation by facilitating cross departmental interactions, creating and promoting a positive work environment, engaging in excellent communication with all levels of the staff and engaging in data driven decisions.

This position requires an awareness and strong appreciation of American Indian traditions, customs and socioeconomic needs. Must always be effective meeting and dealing with Indian Health organizations which require tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

**DUTIES AND RESPONSIBILITIES**

1. Work with the Tribal Council, Tribal CEO and Rolling Hills Clinics Leadership to continually improve the strategic plan for Rolling Hills Clinics and health services in the community.
2. Ensure that resources and annual tactical/budget planning supports the successful implementation of the strategic plan.
3. Administers the activities of the clinic in accordance with the operational, fiscal, personnel, and other policies adopted by the Tribal Council.
4. Establishes policy with Tribal Council by identifying short term and long-range issues consistent with the strategic plan and operational goals.

5. Provide information and commentary pertinent to the Tribal Council's deliberations, presenting options and recommending courses of action especially where technical or legal considerations are involved.
6. Keeps the Tribal Council informed by collecting, analyzing, reporting, and summarizing information and trends.
7. Assists the Tribal council in interpreting the policies, directives, and instructions for funding agencies and other federal, state, local and private funding sources.
8. Maintains and develops close interagency working relationships with federal, state, local, and public and private agencies.
9. Enforces the Tribal council's decisions by developing, monitoring, and enforcing policies and procedures.
10. Provides professional management planning advice to the Tribal Council by developing, planning methodologies, administrative organization cost benefit analysis, and evaluating clinic activities.
11. Keeps the Tribal Council fully advised of the status of the development and management of all clinic projects, including but not limited to the submission of a thorough report at each Tribal Council meeting.
12. Understands and stays current with federal, state, local, tribal laws, codes, and regulations.
13. Enhances clinic programs, policies, procedures, practices, methodology, and organizational structure based upon analytical, evaluative, developmental, and advisory work as a strong team player.
14. Functions as the primary link between staff and council.
15. Protect patient, employee and Tribal confidentiality.
16. Achieves financial objectives by developing and recommending annual budgets, scheduling, projecting expenditures, analyzing variances, initiating corrective actions, anticipates long term issues.
17. In partnership with the Health Clinic Controller, reviews monthly cash receipts and disbursements for all programs and projects, monitors expenditures and provides financial planning.
18. Responsible for all written correspondence of the clinic, including all grant writing.
19. Other duties as assigned.

## **MINIMUM QUALIFICATIONS & REQUIREMENTS**

1. Bachelor's Degree in Healthcare Administration or related field required.
2. Master's Degree (MHA, MBA, MPH, MSN) preferred.
3. Substantial experience in clinical and/or health plan operations is required including extensive supervisory and program management experience required.
4. Experience and successful track record leading medical clinics; preferable primary care clinics although specialty clinic experience will qualify.
5. Experience working with senior management and physician leaders as well as community advisory committees is required.
6. Ability to work collaboratively with multiple health professionals in a busy and complex environment using tact, diplomacy, and discipline.
7. Ability to understand and adhere to established policies, procedures, and protocols.
8. Demonstrated proficiency in supervising and motivating subordinates.
9. Ability to pass a Pre-Employment drug screen and criminal background check / fingerprinting in accordance with all applicable laws regarding the nature of the employment

## **CORE COMPETENCIES**

10. Commitment to excellence and high standards.
11. Excellent written and oral communication skills.
12. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
13. Strong organizational, problem-solving and analytical skills.
14. Ability to manage priorities and workflow.
15. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
16. Acute attention to detail.
17. Ability to work independently and as a member of various teams and committees.
18. Strong interpersonal skills.
19. Good judgment with the ability to make timely and sound decisions.
20. Creative, flexible, and innovative team player.

## **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 usually low to moderate. Possible frequent exposure to blood-borne and air-borne pathogens or infectious materials.

## **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.

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. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

*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 anytime 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.*