

JOB POSTING #2016A131

JOB TITLE: Division Director

DATE: September 29, 2016

DEPARTMENT: Health

CLASSIFICATION: Full Time / Regular / Exempt

SUPERVISES: Clinic Manager, Health Care Administrator, Operations Manager, Dental Director, Medical Director, Health Education Supervisor, Traditional Practitioner Assistant III, Contract Health Utilization Manager, Performance Improvement/Data Analyst, Administrative Assistant, Community Health Program Manager, Health Center Clinic Manager (St. Ignace), Health and Wellness Manager

REPORTS TO: Membership/Internal Services Executive Director

LOCATION: Sault Tribal Health Center
2864 Ashmun St.
Sault Ste. Marie, Mi

*****NATIVE AMERICAN PREFERENCE APPLIES*****

POSITION SUMMARY:

This position serves as the Health Division's Division Director and provides for the leadership, direction and overall management of the Health Division. The Health Division is the largest governmental division with a staff of 240+ team members and a budget of over \$31,000,000. The Division currently has 4 Tribal Health Centers located in Sault Ste. Marie, St. Ignace, Manistique and Munising and 4 Nursing community centers located in Newberry, Hessel, Escanaba and Marquette serving approximately 14,000 tribal members over a 7-County service area in Michigan's Upper Peninsula. The primary functions and purpose of the Division Director position is to manage, provide leadership, plan, coordinate, supervise, and to provide direction and evaluation of the multiple preventative, therapeutic, and rehabilitative health programs. In addition the Division Director provides the leadership and focus for maintaining accreditation so must have knowledge and experience in the accreditation processes and ever changing health care regulations. The Division Director will provide leadership and direction to fulfill all Programs, Functions, Services and Activities (PFSA's) as negotiated in the Annual Funding Agreement with Indian Health Service. In addition the Division Director provides direction and leadership for the management of grants and any special projects

conducted within the Division. The Division Director will also provide for the implementation of the Health Division strategic planning process and assist to define the role of the Health Division within the Tribal Organization's Strategic Plan.

ESSENTIAL FUNCTIONS: (includes, but is not limited to, the following)

Provides leadership and direction for the day-to-day management of operations of the Health Division team members.

Monitors Health Division budgets and cost centers for requests, modifications, and changes throughout the fiscal year.

Ensures that Standards of Care and compliance with Accreditation Standards are maintained and changing regulatory requirements are met.

Develops and monitors all personnel management activities, human resource processes, job restructuring, corrective action plans, disciplinary actions as well as team member awards and acknowledgements.

Represents the Sault Tribe at meetings, conferences, forums, and maintains ongoing relationships and cooperation with counterparts from State, Federal, Cities, and jurisdictions.

Provides leadership and direction for data analysis and collection for developing the strategic planning process.

Oversees special projects, added new services, contract negotiations, building needs and repair funding.

Provides direction, leadership, expertise, knowledge and insight to team members, Board of Directors and Tribal Chairperson; information of national and tribal healthcare policy, trends, and position guidelines for our elected leaders.

Oversees the recruitment of professional staff.

Oversees clinic operations at all sites, implements performance improvement, safety, infection control standards.

Provides educational and training opportunities for team members.

ADDITIONAL RESPONSIBILITIES: (includes, but is not limited to, the following)

Negotiates with IHS Area Office Lead Negotiator for the Annual Funding Agreement for IHS healthcare funding.

Presents at Tribal Board of Directors during workshops and Board meetings.

Responds to unusual events and problems with facilities, staffing, weather, emergencies with regular frequency and level of required action.

All other job related duties as assigned.

CONTACTS:

Immediate peers, peers in other departments, immediate/supervisor manager, managers in other departments, executives Board of Directors, customers, outside vendor/service

providers, Federal and State leaders and representatives, Indian Health Service (IHS) Area Office and Headquarters and national native organizations.

PHYSICAL REQUIREMENTS:

Position sedentary with primarily sitting/lifting a maximum of 10 pounds. Physical factors include constant sitting, typing; frequent use of hearing, smell, near/midrange vision, color vision, travel and occasional standing, walking, carrying/lifting, pushing/pulling, stooping, reaching, use of far vision, depth perception and field of vision and bending. Working conditions include occasional exposure to weather, extreme heat/cold, wet humidity and noise. Potential hazards include constant computer use; frequent office equipment use and occasional client contact.

REQUIREMENTS:

Education: Master's Degree in Nursing Administration, Public Health, Public Administration, Healthcare Administration or Business Administration required.

Experience: Ten years of experience working in healthcare required. Work experience must demonstrate an advancement, progression and achievement towards executive level of healthcare management and supervisory responsibilities. Experience and knowledge with grant writing and grant management principles required. Experience and knowledge of complaint resolution, incident resolution, risk management principles, boundaries and when to refer for legal expertise required. Experience to negotiate, maximize resources, and provide financial and budgetary management expertise for the Division required.

Certification/License: Will be required to undergo and successfully pass a background check. Must maintain a good moral character standing. Will be required to complete and pass pre-employment drug testing.

Knowledge, Skills and Abilities: Knowledge and experience with survey for Accreditation; Accreditation Association for Ambulatory Health Care (AAAHC), Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Health Organizations (JCAHO) and Clinical Laboratory Improvement Amendments (CLIA) required. Knowledge of budgetary principles and management, financial reporting and funding agreements with IHS required. Knowledge of human resource principles, health care policies and procedures and standards of care required. Knowledge of Strategic Planning processes, data analysis, and outcome measures, meaningful use, health care coding and billing principles required. Knowledge and training in Emergency Preparedness Incident Command System (ICS) principles preferred. Must have excellent problem solving and critical thinking skills. Must possess the ability for public speaking, writing correspondence and reports, delivering

presentations, leading discussions, chairing meetings and being the main spokesperson representing the Health Division with the Tribal Board of Directors and with key federal, state, county, and local government representatives. Must be able to multitask and manage multiple projects and prioritize competing duties and timelines. Must be able to communicate effectively, verbally and in writing, in a diverse range of audiences and settings. Must be able to establish and maintain effective communication with co-workers, supervisors and the general public. Must be able to establish and maintain an effective working relationship with supervisory personnel, coworkers, general public and Federal, State and Tribal agency representatives. Must be able to work overtime, attend late meetings, travel, work out of other sites and represent Tribe. Ability to handle pressure, difficult situations, politics, competing priorities, short deadlines, and changing environment in healthcare required. Must be able to read, identify trends and changes in healthcare, plan for many contingencies, and report options to the Tribal Board of Directors on short notice. Will be required to undergo and successfully pass a background check. Must maintain a good moral character standing. Will be required to complete and pass pre-employment drug testing. Must maintain confidentiality. Native American preferred.

REMUNERTION: Negotiable

CLOSING DATE: Open Until Filled

REPLY TO: Sault Tribe Human Resource Department
2186 Shunk Road
Sault Ste. Marie, Mi 49783

(906) 635-7032
Toll Free (866) 635-7032
Fax (906) 635-4992

Or apply online: www.saulttribe.com HYPERLINK "http://www.saulttribe.com"

