



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Chief Operations Director

Open Date:

October 21, 2016

Position Objectives: This position is located in Administration at the Spirit Lake Health Center, Fort Totten, ND. This position is directly responsible for the overall management of operations of the health center which includes budget, personnel, office services and management analysis. This position operates as a full assistant to the Chief Executive Officer in long-range planning, program direction/execution, policy formulation and interpretation. Includes supervision of the following departments: Facilities Management, Purchased Referred Care, Business Office, Procurement/Property and Supply, Health Information Management, Information Technology, Compliance.

Major Duties & Responsibilities

Management Support

When delegated assumes the duties of the CEO in his/her absence. Participates with the CEO and key professional staff in the formulation of organizational structure, functional operation, and long range planning. Participates in the overall planning, development and implementation of health service standards and quality control, including the review and evaluation of existing health programs, operational activities and establishing standards for the clinic and other services to assure a high-quality health care system which meets program objectives and accrediting standards, such as IHS, CMS, GPRA and AAAHC.

Relieves CEO of routine management activities and shares in the responsibility of complying with all requests for reports within the specified submission dates. As delegated by the CEO, works directly with Tribal officials, Federal officials, private hospitals, physicians and other medical personal in development and delivery of health services, as well as, promoting better public relations and understanding of medical care opportunities.

Participates as a member of the Health Center Executive Management Team in the planning interpretation and implementation of policies, guidelines, statutes and directives, from all levels of the department. This includes participation in management discussions, decisions and policy formulation. Incumbent shares in the responsibility associated with the planning, preparation of compliance requirements concerning accreditation requirements for the health center and as such participates in various health center meetings included, but are not limited to, Tribal Council, Community, Executive Management, PI, and Training meetings.

Budget

Prepares preliminary budget estimates for all activates of the Health Center. Prepares justifications to support fund request and revision of allotted funds. Responsible for management and control of allotments to prevent over-obligation of funds. Responsible for maintaining current fund balances and reconciliation of funds in the Tribal Financial Management System. Plan for allocation of funds within the annual allowance of funds and materials and the maximum utilization of personnel. Maintains financial records and prepares reports on status of income, expenses and other items related to accounting of health center activities.

Personnel

Oversees personnel management activities including position management, recruitment, staffing and employee relations. Conducts conferences and staff meetings to keep employees informed about new policies, legislation and program changes. Develops job performance standards and assists in the proper evaluation and rating of employees.

Procurement / Property & Supply

Through subordinate supervisor, provide oversight of the Health Center procurement program, is responsible for the property management program including real and personal property for the clinic; support services including supply, space, transportation and travel. Has overall responsibility for legality of purchases, space management, office services (mail, telecommunication, manual maintenances, etc.) for the organization. Provides advisory services to management on property responsibility, determining whether property is to be capitalized, taken into stores and costed (M-system), review of the need for reassignment of property, etc.

Facilities Management

Supervises and oversees the Facility Management program for the health center and Annex building via long range plans for maintenance and improvement of Government facilities and grounds. Provides oversight of the Safety Officer for the health center and Annex building including assisting in planning and implementation of a safety program designed to furnish quality health care to patients and to protect health care providers and visitors from harm.

Serves as the Housing Officer for the quarter units located on the facility grounds. This includes serving as Chairperson of the Housing Committee.

Serves as the Health center Office of Workman's Compensation Program Officer and all aspects concerning health center employees.

Information Technology

Supervises the Information Technology (IT) program for the health center ensuring all E-Gov initiatives are met and long/short range plans are in place for improvement of IT Services on yearly basis.

Compliance Officer

Serves as the compliance officer for the Service Unit. Develops, implements and maintains a system of oversight and compliance for Medicare, Medicaid and third party payer contract requirements. Coordinates and monitors compliance activities throughout the Service Unit to include the following requirements: review and update of service unit policy, staff education regarding service unit policy, serves as primary investigator of compliance related complaints and implements necessary corrective action plans, coordination of internal/external reviews and prepares and submits annual report to the governing body of compliance activities.

Other Administrative Duties

Continually evaluates the effectiveness and administrative operations and plans, formulates and initiates revision and realignment of functions and plans new and revised policies and procedures to meet current and changing needs.

Conducts meetings and conferences with subordinate supervisors and staff to evaluate work requirements, methods and procedures as needed. Formulates and issues written instructions and procedures for non-routine or complex assignments, new or changed programs, functions or processes. Reviews, approves, modifies or rejects changes in functions, procedures, personnel assignments and other operating matters proposed by subordinate supervisors. Reviews and analyzes records, reports and other evidence of work performance to evaluate performance. Reports and analyzes records, reports and other evidence of work performance to evaluate performance. Reports progress and resolution of problems in achieving objectives to management. Continually studies operations to seek improvements in the quality and quantity of services and takes or recommends necessary corrective action.

Collaborates through Performance Improvements principles, with the heads of other departments to negotiate, decide on and/or coordinate working relationships. Advises the Health Center Executive Committee on requirements or problems existing between administrative services and other activities and recommends to the Executive Committee, corrective actions and alternatives.

EEO RESPONSIBILITY

The incumbent is responsible for the application and implementation of EEO and Ethics program guidelines and the achievement of tangible progress and results. Provides leadership and support in establishing, maintaining and executing a positive continuing program designed to promote EEO and Ethics.

Performs other related duties as assigned.

Qualifications, Experience and education required:

- Experience: progressive administrative experience for a minimum of 3 years with at least 2 years supervising.
- Education: Bachelor's degree in Business Administration or Management.
- Qualifications: the ability to quickly be knowledgeable of legal, regulatory, ethical, managerial and organizational requirements, principles and standards for a health center. Must be able to guide and direct health center operations to ensure they are functioning in accordance within their scope of service and in the most economic manner feasible. Must have verbal ability to effectively express ideas and views when speaking to groups and others with whom he/she comes in contact with.

Job Role:	Administration	Company Industry:	Spirit Lake Tribe
		Closing Date:	Open until filled
Employment Status:	Full- time	Supervision	CEO
Monthly Salary Range:	DOQ	Manages Others:	Yes

Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	Complete application/Complete resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		