



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



Job Announcement: HR2021:04

Position Title: Executive Director of Health Delivery Systems

Advertising: Publicly

Department: Health

Division: Health Delivery Systems

Immediate Supervisor: Chief of Staff

Department Director: Chief of Staff

Employment Status: Exempt

Position Type: Regular Full-Time

Mandatory Reporter: No

Background Check Required: Yes (data-sensitive)

Opening Date: Friday, January 8, 2021

Closing Date: Friday, January 22, 2021 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Executive Director of Health Delivery Systems is responsible for leading and directing all facets of the Health Delivery Systems Division, including, but not limited to, effective service delivery in all areas of the Health System, quality assurance, management supervision, and professional development.

The Executive Director will actively monitor Tribal, State, and Federal health issues; resource development; planning/grant writing; high-level management of facilities and equipment; information technology requirements. The Executive Director will be accountable for creating strategic plans for the Division and implementing fiscal disciplines in line with financial imperatives set by the Finance Department to achieve these plans. Additionally, the Executive Director of Health Delivery Systems will evaluate all programs and services and establish best practices to support growth of the Division. This job description is not an all-inclusive list of the duties and responsibilities of this position.

The Executive Director of Health Delivery Systems is expected to be a role model in living the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty in the fulfillment of these responsibilities. Additionally, in performance of their respective tasks and duties all employees of Poarch Band of Creek Indians are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Comply with Poarch Band of Creek Indians policies and procedures.

Primary Responsibilities of the Executive Director of Health Delivery Systems

- Provides vision and strategic direction for all services and programs developed and delivered including but not limited to Medical, Dental, Pharmacy, Medical Records, Behavioral Health, the Employee Clinic, and the Assisted Living Facility.
- Regularly evaluates the quality of care delivered through the Clinic and Assisted Living Facility through approved quality assurance methods and makes modifications and improvements where necessary.
- Oversees the development and expansion of programs including research, preventive medicine, new specialties, and public/community health programs.
- Engages in analysis of complex program data and draws conclusions to make decisions that are in the best interest of the Health Clinic and Assisted Living.
- Keeps abreast of research trends in Healthcare and Elder Management, seeks opportunities to elevate the offering in both areas based on industry best practices and investigates new programs with cost-benefit analyses.
- Advocates for the public health needs and concerns of Tribal Members and promotes quality health care for all Tribal Members.
- Supports the strategic planning process for the Health Clinic and Assisted Living facility and approves short- and long-range goals and plans, developed by the individual Health Services Departments. Where necessary, recommends restructuring of long-range division goals, plans, and objectives to meet changes in legislation and funding.
- Develops the annual operations plan and budget for the Division, working with the Tribal Government Executive Team and individual departments within the Division.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Provides visible and inspiring leadership to ensure that everyone is operating in accordance with the Purpose and Values and delivering to the highest level in their management roles.
- Advises and consults with the Chief of Staff on the formulation and/or revision of policies, procedures, standards, protocols, and guidelines as they relate to the Health Clinic and the Assisted Living facility.
- Provides Division-wide leadership, guidance, and strategic support for public health programs and activities, including, but not limited to, prioritizing issues and allocating available Division resources; strategic planning; gathering and maintaining statistics; and analyzing programs and services to support growth of the Tribe in these key areas.
- Keeps the Chief of Staff abreast of challenges, concerns, and successes in the Division that require Senior Level intervention.
- Preparation and submission of monthly reports highlighting Division Results to ensure fiscal discipline and accountability.
- Gives expert advice on all health-related issues and provides expert opinion to the Tribal Council and/or Chief of Staff on all matters related to Population Health and Elder Management.
- Monitors the implementation and evaluation of all current programs within the Division and plans and leads healthcare related projects and the timely implementation of new programs within the Division.
- Plans, organizes, coordinates, and supervises all operations of the Division, including monthly director/supervisor staff meetings.

- Directs the Division, including but not limited to interdepartmental staff meetings, general supervision, performance evaluations of direct reports, and disciplinary procedures where necessary.
- Maintains an active presence in the community and promote the Division's programs.
- Works strategically and collaboratively in a team environment with all levels of professional, technical, and administrative staff.
- Reports to and advises the Chief of Staff on all significant issues related to these departments.

Education/License/Certification and Experience Requirements

- Must have a PhD in Population Health Management or be a Physician with an MBA or a Business Administration degree.
- At least ten (10) years of progressively responsible administrative experience in a healthcare organization.
- More than five (5) years of experience in senior/execution management of healthcare facilities required.
- Possess and maintain State of Alabama Medical License **OR** must possess Medical License and obtain State of Alabama Medical License within six (6) months from the date of hire.
- Experience in working in a Tribal cultural environment; ability to manage staff and patients respecting tribal culture and traditions, preferred.

Skills Required

- Strong communication, presentation, and facilitation skills with all levels of the organization and executive-level external partners.
- Expert knowledge of managed care operations and ability to advise how regulatory requirements can be met while also meeting business requirements.
- Expert knowledge of current methods, principals, and practices of healthcare management.
- Proficiency in budget management, financial projections, revenue and expense management, as well as an understanding of medical revenues and expenses, billing, and health insurance.
- Proficiency in leading and working in a team environment where shared strengths contribute to the effectiveness of Tribal healthcare and services.
- Must possess excellent data analysis, verbal, written, and presentation skills.
- Detailed knowledge of Tribal, Federal, and State requirements. Ability to translate/take into account these requirements while innovating new and exciting programs for the Division.
- Proven leadership and organizational skills with an ability to resolve issues and build consensus amongst various stakeholders.
- Advanced Computer proficiency. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software, and appropriate storage of electronic files.
- All employees must uphold all principals of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of the principals will be grounds for immediate termination.

Additional Requirements

- There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people of various and, at times, complicated issues.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Ability to work irregular hours as needed.
- Ability to relocate within 60 miles of PBCI Tribal Offices (Atmore, AL).
- This position may be subject to a criminal history background check, a suitability background check, and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government. ***Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.***