



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Health Services Administrator

DEPARTMENT: Executive and Management Staff

LOCATION: Health Building – Tribal Complex

REPORTS TO: Tribal Administrator

JOB SUMMARY:

Administrator works to improve the health and well-being of Tribal members through leadership and management of effective health programs specifically designed to meet the needs of the Tribe. A major responsibility of the Administrator is to assure that the Tribe is well positioned for future changes and improvements to its health care services. Provides supervision to department staff.

CORE DUTIES AND RESPONSIBILITIES:

1. **Community Health Program Development:** Oversee the development of community health efforts including program development and planning, community health status monitoring and needs assessment. Builds, directs, manages, and ensures implementation and effectiveness of the department's performance management and improvement system.
2. **Management:** Define and review results to be achieved by the department in consultation with the CHR/EMS Director, department staff, and Wichita Executive Committee. Ensure that specific program/service outcomes are identified, implemented, tracked, and monitored. Ensure that annual staff training occurs in areas mandated by regulation, for staff development and improvement of services to program clients.
3. **Program/Grant Administration and Management:** Monitor progress of current programs, grants, and contracts by establishing and using guidelines to measure program/service outcomes. Keep well informed about state and national health issues as they affect the Tribe. Track health policy proposals, legislation and regulation development, and make recommendations for comment and response to CHR/EMS Director and Wichita Executive Committee. Develop Tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes.

4. Resource, Funding, and Program Development: Direct and oversee planning efforts to create a long term vision and goals for the department. Ensure that new and sustained activities are consistent with overall Tribal/community needs, values and strategic vision for the department. Identify funding sources and develop positive working relationships with individuals, agencies and organizations that may contribute to the accomplishment of department goals. Oversee contract and grant writing proposals to procure special project and program funding.
5. Performance Improvement: Increases the performance management and quality improvement capacity of the organization in order to ensure that public health goals are effectively and efficiently met. Increases the department's capacity to evaluate and improve the effectiveness of their organizations, practices, partnerships, programs, use of resources, and the impact the systems' improvements had on the public's health.
6. Personal Contacts: Maintain or appropriately delegate regular contact with community members, Tribal Council, Indian Health Service (IHS), Center for Medicare and Medicaid Services (CMS), Oklahoma State Health Care Authority, Department of Health and Human Services (DHHS), and other federal and state entities to accomplish department objectives and preserve good public relations. Represent and advocate for the Tribe's Health Services by attending local, state and regional meetings and conferences.
7. Reporting: Ensure the production and maintenance of numerous reports including routine quarterly reports, mandatory reports to funding sources and special reports. Ensure that the CHR/EMS Director and Wichita Executive Committee are informed of issues and needs pertinent to the Tribe's health and welfare, status of ongoing programs in addressing these, and the need for new programs or plans of action.
8. Training and Development: Researches and designs appropriate department performance and quality training. Plan and implement programs and specific educational plans to ensure the education and training of staff to improve department. Ensure the professional growth of staff by supporting and requiring regular training.
9. Data Management: Oversee a data management system to manage and support reporting requirements, service utilization, decision making, and fiscal impacts.
10. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.
11. Performs other duties as needed.

EDUCATION AND EXPERIENCE:

1. Possess a Master's Degree in MSW, Public Health, Health Administration, Business or related field from an accredited College or University. Bachelor's Degree may be considered with a solid employment background in related field.

2. Must have at least five (5) years of experience working in the field of health and human services including experience and knowledge of Tribal health programs and services.
3. Have the ability to interpret and follow program guidelines relating to the Community Health Programs and related programs.
4. Proven record of leadership experience in health program and policy development. Ability to evaluate and interpret health data for Tribal Health Programs.
5. Demonstrated proficiency in grant and program administration, budget management, financial projections, as well as experience in grant writing and other procurement of funds.
6. Must have communication skills, both oral and written, to interact with staff, clients, officials, funding agencies, medical staff, and other individuals regarding program and client matters.
7. Be computer literate and able to operate software for letter processing and spreadsheets.
8. Proven ability to work well with Indian families, and must have positive interaction skills.
9. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. The noise level in the work environment is usually moderate.

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. Must be physically able to operate a variety of office equipment and vehicles ranging from a sedan to a 15-passenger van. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.