



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	Yes
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Yes

JOB TITLE: Medical Operations Director

DEPARTMENT: Health Services

POSITION SUMMARY:

Under the direction of the Health Administrator, Medical Operations Director is responsible for all aspects of the Swinomish Medical Clinic including clinical practices, HIPAA, other regulatory compliance, safety and standards of care, and administrative practices relevant to Medical Programs.

The Director oversees, and manages all Medical staff (clinical and administrative).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for development of the annual departmental budget, managing grants, and contract, oversees the clinic's data management systems, promotes/creates best clinical practices, and ensures Policies and Procedures are current.
2. Responsible for planning, organizing, administering, and directing program budgets and operational activities in an efficient and effective manner.
3. Provides supervision for all personnel within the Swinomish Medical Clinic including recruitment, retention, and annual evaluation to ensure performance goals related to production, clinical quality and regulatory compliance are met
4. Designs, develops, and implements appropriate Health Department policies, protocols and procedures which are compliant with the most current accepted standard.
5. Implement policies and procedures of the Swinomish Indian Tribal Community, Health Programs Administrative Policies, including, Indian Health Services, Eligibility Policy & Procedures for Purchased/Referred Care, Tribal sponsorship, and Patient Registration Business Office policies.
6. Conducts regular staff meetings for all clinical, and administrative personnel to discuss

matters pertaining to healthcare issues, policies and procedures, case management, and staff relations.

7. Collaborates with the all Health programs to ensure an integrated holistic health delivery system as well as smooth operation of clinic and programs including staffing and patient visit ratios, scheduling, and cost-benefit of programs.
8. Participates as an active member of Committee's and Boards as requested.
9. Assists in the provision of continuing education, on-the-job training, and orientation of health programs staff
10. Participates in short, and long term program planning for the Health Services Department and the overall health needs of the community, including development of goals and objectives
11. Because of the Tribes commitment service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities. (OTHER DUTIES AS ASSIGNED)

MINIMUM QUALIFICATIONS

1. Master's Degree in health, social service or related field.
2. Minimum 5 years healthcare experience 3 of which must be in an Indian Health or Tribal setting.
3. Administrative, management, and budget development experience required.
4. Demonstrable proficiency in use of Electronic Health Record System including reporting.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and awareness of the prevalent stressors and their impact on both the professional provider and the patient populations in the primary health care settings;
2. Ability to be a team-player dedicated to excellence and personal integrity
3. Must be willing to monitor program outside of normal business hours and have a flexible schedule.
4. Extensive demonstrable knowledge of Indian Health Service programs, rules, and regulations.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Work conditions may vary by assignment or unforeseen emergencies or circumstances.
3. Tasks are performed mostly indoors in both a clinical setting and an office environment.
4. Considerable time is at a computer in the performance of administrative tasks.
5. This position will occasionally include extraordinary work hours that change according to the needs of varying situations.
6. Work is primarily performed in an office environment.
7. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of the Director of Health Programs is an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____ Date: _____

Supervisor: _____ Date: _____