Job Title: Health Services Director
Department: Swinomish Indian Tribal Community

Summary:
The Health Services Director is a highly motivated leader who can provide overall direction, lead development initiatives, and formulate policies and business strategies, while working to achieve the mission of the Swinomish Indian Tribal Community (SITC). The Director is in charge of oversight of the medical and dental clinical practices, oversees regulatory compliance, safety and standards of care, and is responsible for all administrative practices and business administration of all health care services of the Swinomish Indian Tribal Community.

Essential Duties and Responsibilities of the Health Services Director:
- Develops, maintains, and implements formal clinic policies and procedures; guides medical and dental staff professionals to deliver consistent standards of care, assuring clinical practices are above reproach and of the highest quality.
- Collaborates with the medical and dental Program Managers to ensure smooth operation of clinics and programs including staffing, scheduling, and cost benefit of programs.
- Translates the SITC business vision and strategy into operational tactics which will assure quality of services, as well as full compliance with all guidance and initiatives employed by the organization.
- Recommends and leads subsequent revisions to all planning efforts; strengthens all SITC medical and dental program’s ability to positively influence through leadership, advocacy, and exemplary clinical and administrative practices.
- Ensures all medical and dental assessments, outcomes, and reporting standards are consistent with, or exceeding industry standards.
- Recommends on decisions for the building, renovation, leasing and/or expansion of all medical and dental initiatives.
- Provides inspirational leadership to engage and motivate facility staff and community across the medical and dental divisions.
- Provides advice, support, and operational and technical consultation to the Senate of the SITC through board meeting participation and regular communication.
- Collaborates with the Program Managers and Human Resources to develop, review, and revise resources and staff management practices that support a high performing, team-based culture.
- Provides annual performance evaluations of all assigned staff in conjunction with the Program Managers.
Education and Experience:
- Master’s degree in Health Services Administration or comparable education and experience in the health services industry.
- 10+ years of progressively responsible experience in leadership roles in the medical and dental industry and/or business sector.
- Extensive experience in organizational design, excellent computer, interpersonal, written and oral skills; ability to work collaboratively across all levels of an organization.
- Experience managing and leading health care operations, to include contract and financial management, marketing, and public relations.

Required Knowledge, Skills and Abilities:
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and financial resources.
- Ability to work in a cross-culture environment and understands the social and cultural context of the Swinomish Indian Tribal Community.
- A team player with demonstrated dedication to excellence. Personal integrity manifested in a positive and credible image.
- A management style that supports a collaborative environment and continuous improvement culture. Leading teams and coaching employees to successful outcomes.
- Must pass extensive criminal background check and pre-employment drug screening.