



SUSANVILLE INDIAN RANCHERIA

Lassen Indian Health Center

795 Joaquin

Susanville, CA 96130

POSITION ANNOUNCEMENT

Position: Chief Operating Officer - LIHC
Date of Announcement: April 02, 2018
Closing Date: Until Filled
Salary: Negotiable – Depending on Experience
Benefits: Highly competitive benefits package **See below*

GENERAL STATEMENT OF RESPONSIBILITY:

The Chief Operating Officer (COO) of the Lassen Indian Health Center shall provide administrative supervision and authority to oversee and manage a variety of departments and programs, shall provide supervision and training to department directors, and shall serve as an advocate for the Lassen Indian Health Center with other agencies. The COO shall ensure compliance with Tribal, Federal, State and other rules and regulations applicable to annual funding agreements (AFAs), contracts, grants and memoranda of agreements (MOAs). He/she shall participate on committees and task forces, facilitate staff meetings and shall attend meetings of the Lassen Indian Health Board. The COO shall prepare budgets, monitor expenditures, and seek additional funding to increase the resource base. He/she shall develop short and long term strategic growth plans, with the Health Board and staff input, and shall report to the Tribal Chair and Health Board, as required. The COO will ensure efficient services are designed to meet the needs of patients, providers, the public and staff.

This position works with children and is therefore subject to P.L. 101-630.

SPECIFIC RESPONSIBILITIES

1. Provides administrative supervision and authority to oversee and manage the Lassen Indian Health Center Programs.
2. Provides direct supervision to the Medical Director, Clinic Physicians, Pharmacy Director, Dental Director, Dental Providers, Family Services Director, Billing Analyst Supervisor, Supervisory Purchased & Referred Care Manager, Transportation Manager, Administrative Assistant, and Custodian.
3. Meets regularly with staff to discuss changes, organization direction, and activities. Develops staff with excellent skills, experience and professionalism, creating a motivated and collaborative team work environment.

4. Provides advocacy services with federal, state, and private agencies as necessary; shall attend agency meetings when pertaining to funding and program expansion.
5. Maintains or appropriately delegates regular contact with community members and Health Board to accomplish department objectives and preserve good public relations. Represents and advocates for the Lassen Indian Health Center by serving on various local, state and regional planning groups and task forces.
6. Ensures compliance with tribal, federal, and state laws, and other applicable rules and regulations. Ensures the production and maintenance of numerous reports including routine quarterly reports, mandatory reports to funding sources and any additional special reports.
7. Keeps the Health Board informed of issues and needs pertinent to the tribe's health and welfare, status of ongoing programs, and the need for new programs or plans of action.
8. Assists the Health Board in interpreting the policies, directives, and instructions of funding agencies and other federal, state, local, and private funding sources.
9. Ensures compliance, in conjunction with the Contract Compliance Specialist, with AFAs, contracts, grants and MOAs pertaining to tribal health programs. Monitors progress of current programs, grants and contracts by establishing and/or utilizing internal guidelines to measure program service outcomes.
10. Keeps well informed about current issues as they affect the health clinic; tracks health policy proposals, legislation and regulation development and makes recommendations for tribal comment and response to the Lassen Indian Health Board. Develops tribal specific strategies to ensure readiness to adapt programs and services to policy and regulatory changes.
11. Prepares and provides a detailed report on health center operations at each regularly scheduled Health Board meeting.
12. Chairs health clinic meetings and other relevant health committees to direct and oversee planning efforts to create short and long term strategic goals for the department. Ensures that new and sustained activities are consistent with overall tribal/community needs, values and strategic vision for the Lassen Indian Health Center.
13. Identifies funding sources and develops positive working relationships with individuals, agencies and organizations that may contribute to the accomplishment of program goals. Oversees contract and grant writing proposals to procure special project and program funding.
14. Provides on-site supervision and enforces established tribal policies and procedures. In compliance with tribal personnel hiring policies and procedures, shall hire the best qualified individuals for department positions in order to maintain the highest quality of

services. Ensures the professional growth of staff by supporting and requiring regular training or continuing education as necessary, using established personnel policies for performance appraisal and addressing performance deficiencies as they are observed.

15. Prepares budgets, monitors expenditures and ensures cost effectiveness; shall work closely with the program directors, Tribal Administrator, Chief Financial Officer (CFO), and Fiscal Department when preparing and managing program budgets.
16. Provides and monitors medical and outreach services as well as other health care-related services in homes, schools, clinics, job sites, and other community locations within the Lassen Indian Health Center Service Area.
17. Ensures availability for local and out of the area travel as required for job related training and site visits. Attends all required meetings and functions, as requested.
18. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
19. Works closely with the Billing Department to ensure optimum revenue capture from Third Party payers and patients.

QUALIFICATIONS

1. Bachelor's degree in Health Administration, Business, or Public Administration with a minimum of three years' experience in healthcare management. Possession of a professional license or certification in a health or human services field may be substituted for a Bachelor's Degree. Master's degree strongly preferred.
2. Knowledge of budgeting and strategic planning; proven analytical and problem solving abilities required.
3. Proven record of leadership experience in health program and policy development. Ability to evaluate and interpret health data for tribal health programs.
4. Must demonstrate proficiency in budget management, financial projections, revenue and expense analysis, and an understanding of medical and dental clinic revenues and expenses for various types of services.
5. Must have a minimum of five (5) years experience directly supervising medical staff and proof of ongoing training in supervisory and management skills.
6. Knowledge of Indian Health Services and Indian Self-governance programs preferred, but not required.
7. Must have experience with grant administration.

8. Must have excellent interpersonal oral and written communication skills; demonstrated abilities and experience in conflict resolution through peacemaking and mediation.
9. Must have high-level computer literacy and demonstrated abilities to utilize computers as professional management tools.
10. Information systems experience and understanding of data required to make meaningful management decisions.
11. Must adhere to confidentiality and HIPAA policies.
12. Reliable transportation and valid driver's license with no more than five MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider.
13. Must be willing to travel as necessary.
14. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine. Must test annually for TB.
15. Must pass a pre-employment felony and misdemeanor background check, FBI fingerprint check and a professional and personal reference check.
16. Must pass a background investigation in accordance with P.L. 101-630.
17. Must have general knowledge of economic, social, educational and cultural trends in the Indian community.

***Preference will be given to Native Americans (42 CFR 36.221).

SIR BENEFITS PACKAGE

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve (12) paid holidays; thirteen (13) days paid sick leave; up to twenty-six (26) days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, and life insurance; 401(k) retirement plan.