



THE COQUILLE INDIAN TRIBE

Job Title: Associate Administrator
Department: Health and Human Services (HHS)
Reports to: Medical Director
FLSA Status: Exempt
Salary Grade: \$34.33 - \$55.79
Location: Coos Bay, Oregon
Supervises: Nursing, lab tech, medical assistants, reception, medical records

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Medical Director and Health and Wellness CEO, this position coordinates and manages all supporting staff and scheduling for the medical clinic, including medical outpatient care, patient volume, quality of care metrics and quality improvement (QI).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership and oversight to the nurses, health technician, medical assistants, medical receptionists, and medical records technician, including but not limited to; planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction to staff and conducts disciplinary measures as necessary.
2. Participates and contributes in the Quality Improvement (QI) program; including monitoring on-going data collection processes to measure quality and identify quality related problems or concerns, and coordination and integration of quality improvement activities.
3. Maintain Biomedical Maintenance and Quality Assurance program for all medical equipment.
4. Provide oversight for the Infection Control Program.
5. Coordinate Direct Care meetings.
6. Manage and provide oversight for the risk management program including but not limited to reviewing all incidents and adverse events and ensuring corrective actions are taken as needed.
7. Ensure compliance AAAHC standards that apply to the Medical clinic including but not limited to monitoring preparing for the tri-annual AAAHC survey process conducting corrective actions following the survey as needed. Coordinate on boarding for the medical clinic including but not limited to ensuring appropriate initial training for safety has been completed.

8. Develop schedules and assignments for staff to facilitate meeting relevant metrics and other benchmarks and standards as directed.
9. Maintain and implement KWC policies and procedures for all services provided in the Coos Bay medical clinic. Maintain and assure compliance with Clinical (including Nursing) S.O.P. (Standard Operating Procedure).
10. In coordination with HHS leadership team, assist in establishing short and long term departmental goals; to be approved by the CEO and Executive Board of Directors. Assists in the preparation of documents, plans and reports regarding those goals.
11. Provide assistance in preparation of Annual Departmental budget(s) in coordination with the Health and Human Services Director. Reviews and monitors expenditures to remain within established annual budget and compliance with the Tribe's fiscal management ordinance.
12. Provides input into the development of the and expenditure of funds.
13. Attend specific meetings designated by the CEO.
14. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in Tribal vehicles, employee-owned vehicles and rental vehicles to and from a variety of KWC Eugene functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the skills of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.
6. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies.

7. Ability to successfully carry out all phases of grant administration including writing grant applications, developing, and tracking budgets, and grant reporting.
8. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
9. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
10. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

REQUIRED QUALIFICATIONS

- A. Bachelor's degree in a Health-related field or Business Administration.
OR
Associate's degree in a health-related field and 10 years of relevant experience managing multiple staff in a healthcare environment.
- B. 5 years of management and supervisory experience in a public health or medical outpatient setting is required.
- C. Specific knowledge and experience in maximizing billing opportunities, including working with State Medicaid agencies and coordinating agreements is required.
- D. Knowledge of Indian Health Service programs is preferred.
- E. Knowledge and experience with QI and patient metrics are preferred.
- F. Knowledge of HIPAA privacy and confidentiality guidelines is required.
- G. Experience with Health Care Accreditation (AAAHC) preferred.
- H. Experience working within a Tribal environment is preferred.
- I. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- J. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- K. First Aid/CPR certification required or ability to obtain within 90 days of employment.