



Job Title: Health & Wellness CEO
Department: Administration
Reports to: Tribal Council Chairperson and Executive Board of Directors
FLSA Status: Exempt
Salary Grade: \$177,174.40 – \$283,483.20
Location: Coos Bay/North Bend

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, Criminal, and Character Background Check.

Health and Wellness Division

The Health and Wellness Division of the Coquille Indian Tribe has seen tremendous growth in the quality care that is provided to our tribal community and the broader Coos Bay/ North Bend and Eugene communities. Under the leadership of the Tribal Council, and the guidance of the Executive Health Board, a focus on improving quality while also increasing revenues has set the stage to further expand our services to the communities the tribe serves.

To accomplish this, the Health and Wellness division of the Coquille Indian Tribe offers integrated health with primary care, behavioral health, dental, pharmacy, public health, with plans to expand to specialty care services. Our health services promote a holistic approach to healing in a comfortable, inclusive environment. We serve our Coquille Tribal family, other American Indians and Alaska Natives, tribal employees, and the public. The main clinic is situated on the beautiful Oregon coast of the Coquille ancestral homelands. It is anticipated that a dynamic multifaceted leader will continue this progress in a challenging healthcare environment.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Tribal Council Chairperson and the delegated operational authority of the Executive Board of Directors, this position provides leadership and direction to the Health and Wellness Division (HWD). Facilitates and oversees operations, financial performance, and management of the HWD. Responsibilities include staff/team development; policy development and implementation; program development and implementation; strategic planning; fiscal management; and overall quality of Health and Wellness programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works closely with the Health and Wellness Executive Board to develop and implement efficient and effective HWD programs and services at Kilkich and all future Coquille Health and Wellness facilities.
2. Directs and coordinates operations of multiple departments; increases management effectiveness by hiring, orienting, and training department directors; planning, assigning, and delegating work; conducting one-on-one meetings to review performance and department objectives; providing coaching and feedback; conducting disciplinary measures as necessary.
3. Responsible for implementing a cohesive team environment and organizational structure that inspires staff success and creates a culture that facilitates excellent patient and client outcomes.
4. Implements strategies to monitor and improve access to care.
5. Increases revenue generation from current revenue streams throughout the Division and seeks opportunities to expand into new revenue streams.
6. Provide supervision directly and through delegation of all Health and Wellness Division staff.

7. Ensure that all Health and Wellness Division program and services are planned and implemented in accordance with applicable laws, regulations and policies and that compliance with funding sources is achieved. Develops short- and long-term strategic plans for HWD in coordination with the Health and Wellness Executive Board; plans may include programming as well as expansion of existing or creation of new care facilities.
8. Monitors and reports on the HWD budget and performance metrics.
9. Ensure that each Department within the Division achieve goals and objectives by incorporating strategies and tools to improve outcomes, strategic and health improvement plans, core values and vision of the Coquille Indian Tribe and Mission of the Health and Human Services Department.
10. With support from the Finance Director, responsible for the development, monitoring and reporting of the Division budget and other performance metrics. Ensure that all program areas are prioritizing and assessing budget and workflow to best utilize staff and financial resources.
11. Develop quarterly reporting formats that emphasize patient access, quality of care and financial information for the Health and Wellness Executive Board and Tribal Council.
12. Participates in regular Health and Wellness Executive Board meetings and joint meetings with the Board and Tribal Council.
13. Ensures consistent compliance with the Accreditation Association for Ambulatory Health Care (AAAHC) and the Commission on Accreditation of Rehabilitation Facilities (CARF) standards to uphold and sustain accreditation status, ensuring the delivery of high-quality healthcare services.
14. Responds to patient and consumer concerns or complaints.
15. Negotiates with Indian Health Services (IHS), state agencies, other health and wellness organizations, and other funders to coordinate care and provide funding for programs and services in coordination with Tribal administration.
16. Serves as the Opioid Treatment Program (OTP) Sponsor: Overseeing the management and administration of the OTP, ensuring compliance with relevant state, Substance Abuse and Mental Health Services Administration (SAMHSA), and Drug Enforcement Administration (DEA) regulations, and demonstrating expertise in addiction services.
17. Perform 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 Tribal functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional standing and walking. Work is generally performed in an office setting. Occasional evening and weekend work are required. Work involves occasional exposure to infectious disease, dust, fumes, and allergens. 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 ability 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. Knowledge of Indian Health Services, Bureau of Indian Affairs, and state programs.
7. Ability to maintain effective working relationships with the Tribal Council, the Health and Wellness Executive Board, senior leaders of Tribal Administration, outside governmental officials, administrative and granting agencies.
8. Ability to successfully carry out all phases of grant administration, including writing grant applications, developing and tracking budgets, and grant reporting.
9. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
10. 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.
11. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

QUALIFICATIONS

1. Master's degree in Health, Finance, Business, or related field and five (5) years' experience providing high-level leadership and direction in a healthcare setting, OR a Bachelor's degree in Health, Finance, Business or related field and 10 years' experience providing high-level leadership and direction in a healthcare setting.
2. Proven history of administrative success in an integrated behavioral health setting, FQHC or look-alike is strongly preferred.
3. Proven history of managing, growing and creating new revenue streams that are managed for multiple organizational objectives, including finance, quality, and access to care is required.
4. Outpatient healthcare administration experience in multiple disciplines is required, preferably in the fields of Medical, Dental, Pharmacy, Behavioral Health, Medication-Assisted Treatment (MAT) and Public/Community Health.
5. Successful administrative experience in social services is preferred.
6. A strong working knowledge of Indian Health Services (IHS), Bureau of Indian Affairs (BIA) and state programs is required.
7. Experience increasing access to care and demonstrated ability to strategically plan and implement Division/Organizational growth is required.
8. Experience and demonstrated knowledge with IHS funding agreements and indirect cost pool negotiation is required.
9. Experience with managing large budgets is required.
10. Experience with Health Care Accreditation is required, AAAHC is preferred.
11. Experience working within a Tribal environment is preferred.
12. Experience in grant writing, grant management and reporting is strongly desired.
13. Knowledge of HIPAA privacy and confidentiality guidelines is required.
14. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
15. 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.

16. First Aid/CPR certification required or ability to obtain within 90 days of employment is required.