



Job Title: Allied Health Services Director
Reports to: Chief Operations Officer (COO)
FLSA Status: Exempt
Salary Grade: \$106,600.00 - \$159,868.80
Location: Coos Bay

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 COO, this position provides management and leadership for chronic disease management and wellness programs that include but are not limited to rehabilitation, fitness and nutrition services offered through the Ko-Kwel Wellness Center. The position will be responsible for program development and implementation, community engagement, and assuring operational excellence and customer service. The Director will foster collaboration among multidisciplinary teams, uphold regulatory compliance, assure accurate and timely billing for services and advance initiatives that promote wellness for the Coquille Indian Tribe community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership and oversight for all Allied Health services of the Ko-Kwel Wellness Center for chronic disease management and wellness programs including physical therapy, massage therapy, nutrition and Shishda Haws fitness services and activities. Additional programs or service lines may be added in the future expansion.
2. Work closely with executive leadership to strategize and develop long term plans for Shishda Haws operations and Allied Health Service for the HWD.

3. Supervise and mentor department leaders and delivering PT, massage therapy, nutrition, and fitness programs.
4. Develop and implement policies, procedures, and quality standards to ensure safe, effective, trauma informed and culturally appropriate service delivery.
5. Monitor service utilization, patient outcomes, and satisfaction to drive continuous improvement and program development.
6. In coordination with HWD executive leadership team, assist in establishing short- and long-term departmental goals; to be approved by the Health and Wellness CEO and Executive Board of Directors. Assists in the preparation of documents, plans and reports regarding those goals.
7. Provide assistance in preparation of annual departmental budget(s) in coordination with the Finance Director and Chief Operating Officer. Reviews and monitors expenditures to remain within established annual budget and compliance with the Tribe's fiscal management ordinance.
8. Oversee scheduling, resource allocation, and operational workflows for all allied health programs.
9. Assure fitness and biomedical equipment in Shishda Haws is maintained in good working order and serviced on a regular basis.
10. Collaborate with the leadership team to develop performance goals and operational plans for Rehabilitative, Nutrition and Fitness functions of the HWD.
11. Promote health education and outreach initiatives to increase awareness and utilization of allied health services.
12. Responsible for reviewing and submitting HWD contracts that are specific to Shishda Haws operations through the internal review process.
13. Participates and contributes to the Quality Improvement (QI) program; including monitoring on-going data to measure quality and identify quality related problems or concerns and integrate the quality improvement activities.
14. Ensure compliance with AAAHC standards that apply to Shishda Haws Operations but not limited to monitoring and preparing for the tri-annual AAAHC survey process conducting corrective actions following the survey as needed.
15. Collaborate with Human Resources, COO and/or CEO to coordinate recruitment and onboarding for allied health employees.
16. In collaboration with KWC Coos Bay Community Services team, support Elders, Veterans, public health and other community outreach activities.

17. 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.

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, and occasionally requires lifting up to 25 pounds. Work is generally performed in an office setting and outdoors. Occasional evening and weekend work are required. Work involves exposure to hazardous material and infectious diseases. 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. Ability to lead, oversee and manage employees including performance evaluations, coaching, and corrective action if needed.

5. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
 6. 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.
 7. Ability to maintain effective working relationships with outside government officials, administrative and granting agencies.
 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.
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QUALIFICATIONS

1. Bachelor's or Masters in a health-related field such as Nursing, Nutrition or Physical Therapy,
2. Five years of management and supervisory experience in a health related field such as physical therapy, nutrition or medical outpatient setting is required.
3. Knowledge of physical therapy, massage therapy, nutrition, and fitness service operations is required.
4. Specific knowledge and experience in optimizing billing revenue for allied health services is highly preferred.
5. Experience or specific knowledge managing the prior authorization process is required.
6. Knowledge of Indian Health Service programs is preferred.
7. Knowledge and experience with Quality Improvement and patient health metrics is preferred.
8. Knowledge of HIPAA (Health Insurance Portability and Accountability Act) privacy and confidentiality guidelines is required.

9. Experience with Health Care Accreditation (AAHC) preferred.
10. Experience working within a Tribal environment is preferred.
11. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
12. 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.
13. First Aid/CPR certification required or ability to obtain within 90 days of employment.