

## **Position Description**

**Title:** Executive Director of Health and Human Services

**Reports To:** Tribal Chairman

**Supervises:** Health Program, Information Technology Manager, Social Services Program, Senior Nutrition Supervisor

**Salary:** Depends on Experience

**Location:** Happy Camp Administration Office

**Classification:** Full Time, Exempt, Non-Entry Level

**Summary:** The Executive Director of Health and Human Services shall provide administrative supervision and authority to oversee and manage a variety of departments and programs, shall provide supervision to department directors, and shall serve as an advocate for Karuk Tribal Programs with other agencies. The Executive Director shall ensure compliance with Tribal, Federal, State and other rules and regulations applicable to annual funding agreements (AFA's), contracts, grants and memoranda of agreement (MOA's); shall participate on committees, staff meetings and task forces; and shall attend meetings of the Karuk Tribal Council. Shall prepare budgets and monitor expenditures, and seek additional funding to increase the resource base; shall report to the Tribal Chairman, Tribal Council and Health Board as required.

### **Responsibilities:**

1. Shall proficiently provide administrative supervision and authority to oversee and manage the Karuk Health and Human Service Programs, and general office administration.
2. Shall efficiently provide direct supervision to the Health Programs, Information Technology Manager, Social Services Program, and the Senior Nutrition Supervisor.
3. Shall appropriately provide advocacy services with federal, state, and private agencies as necessary; shall attend agency meetings when pertaining to funding and program expansion.
4. Shall cooperatively work with department directors and the program planner to open avenues for funding and prepare grant applications.
5. Shall competently ensure compliance with Tribal, federal, state, and other applicable rules and regulations.

6. Shall competently ensure compliance in conjunction with the Director of Administrative Programs and Compliance, with AFA's, contracts, grants and MOA's pertaining to Tribal Programs.
7. Shall consistently provide monthly reports to the Tribal Council and Health Board.
8. Shall consistently attend monthly management team meetings.
9. Shall appropriately provide on-site supervision and enforce established Tribal policies and procedures.
10. Shall skillfully prepare budgets, monitor expenditures and ensure cost effectiveness.
11. Is capably available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Is courteous in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess Bachelor's Degree or professional license in healthcare field with minimum of three years experience in healthcare management; Master's Degree in Public Health Administration or Business Administration desirable.
2. Must have knowledge of/experience with Indian Health Service and Indian Self-governance programs and processes.
3. Must have excellent interpersonal oral and written communication skills; demonstrated abilities and experience in creative problem-solving and conflict resolution.
4. Must have high-level computer literacy and demonstrated abilities to utilize computers as professional management tools.
5. Must possess a valid California Driver's License, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to Confidentiality Policy.
7. Must provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B Vaccine. Must test annual for TB.

8. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the Tribal Employment Rights Ordinance (TERO) 93-0-01, Tribal Preference will be observed in hiring.

**Date Approved: August 11, 2005 (Revised)**

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_