

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Director of Health Services

Position Number: 4323

Pay Grade: S-14

Department: Dept of Health Services

Location: Perkins, OK

Issuing Date: April 23, 2008

Closing Date: Until Filled



Mailing Address:

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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

Summary of Responsibilities:

Under the general supervision of the Tribal Administrator, the incumbent is expected to exercise a high degree of initiative and judgment in the planning, evaluation, coordination, development and management of all Tribal health programs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Directly supervises all federally funded health programs
- Oversees long and short term planning and expansion of Tribal health services programs
- Represents the Tribe in meetings and funding negotiations with all pertinent federal funding agencies
- Provides a monthly report to the Tribal Administrator and Business Committee on the activities and progress of each program and other reports as requested
- Performs budget preparation and fiscal oversight of all Tribal health programs

Supervisory Responsibilities:

Direct day to day supervision of all program coordinators. Reviews and approves all time sheets, leave requests and purchase requisitions

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- A Masters Degree in Public Health from an accredited university with 2 years administrative experience is preferred;
- A Bachelors Degree in Public Health or related field with 5 years administrative experience may be substituted.

- Knowledge of and experience in working with Indian Health Service and government regulations is essential.
- Demonstrated experience in grant proposal writing.
- Knowledge and experience in working with Medicare/Medicaid and third-party billing

Certificates, Licenses, Registrations:

Must possess a valid Oklahoma Driver's License
CPR/First Aid Certification

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

CONDITIONS OF EMPLOYMENT

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be bondable and able to pass background check.