



KODIAK AREA NATIVE ASSOCIATION

Health Administrator

Full Time/Eligible for Full Benefits Package

Salary/Exempt

Reports To: President and CEO

Summary: Oversees the performance and operation of KANA's health services delivery system. Provides administrative leadership to the Medical Clinic, Dental Clinic, Behavioral Health Department, Community Health Programs, and other functions and departments within the Health Division.

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

Provide oversight, leadership, direction and guidance to the Health Division, and ensure effective operation of all health programs. Ensure appropriate standards of care within the Health Division and support of the policies, procedures, mission and direction of the organization. Apply thorough knowledge of applicable regulatory rules and guidelines.

Oversee quality and operational performance of the functions and departments within the Health Division. Work with leadership to define success measures, systems and documentation to monitor activities and assess performance. Coordinate with staff and other departments assigned to projects.

Ensure continuous alignment, consistency, and maintenance of Patient Centered Medical Home and AAAHC accreditations, and HRSA requirements.

Work with Tribal Governments to jointly develop goals and implement strategies for providing quality health services to the villages.

Facilitate new processes to support health services. Develop strategic plans and tactical goals for the Health Division, determine scope and priority of projects, and coordinate resources required to achieve goals. Set expectations and manage strategic planning and improvement processes. Troubleshoot special needs/requests and oversee ad-hoc projects.

Responsible for overall financial management of the Health Division through appropriate delegated authority to program directors and managers. Develop and monitor budgets, contracts, agreements, salaries, and other financial matters. Oversee the identification and management of government and private grant sources.

Lead a team of high level managers and directors, providing guidance and mentorship for the development of their own leadership skills. Foster teamwork and collaboration among all departments to plan and develop high quality healthcare services and identify opportunities to sync programs and services for a more effective health division.

Formulate and direct systems and processes for Total Quality Management (TQM) and Quality Assurance (QA). Recommend strategies, objectives and policies. Ensure that communication and exceptional customer service are in place within the Division.

Assure compliance with Federal policy and regulations. Serves as Privacy Officer, responding to questions and concerns related to records release and patient confidentiality.

Represent KANA in a positive and respectful manner assisting in the promotion and maintenance of good public relations among staff, community groups, and professional organizations. Participate in ANTHC and statewide meetings representing KANA's leadership interests.

Supervisory Responsibilities: Directs the human resources functions within the Health Division, directly supervising Medical, Dental, Behavioral Health, Nursing, Community Health, and CAC Directors as well as Health Administration staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Enforces professional staff bylaws and KANA's policies and procedures.

Education and/or Experience:

Bachelor's degree in Public Health, Healthcare Administration, or a related field. Master's degree in related field preferred. Minimum five (5) years' experience in managing health care delivery systems to include managing large scale projects, divisions, and/or corporate wide functions. Cumulative equivalent combination of relevant education and experience may be considered.

Demonstrated proficiency in working in a rapidly changing and innovative healthcare system. Demonstrated knowledge and compliance with all applicable laws, policies, procedures, bylaws, regulatory requirements, and best practice guidelines regarding Privacy of Healthcare Information, Corporate and Healthcare Compliance.

Demonstrated proficiency in analyzing situations, developing, and implementing appropriate solutions; must be able to effectively and efficiently make decisions independently.

Strong interpersonal and effective public relations skills are required as well as effective writing, speaking and reading comprehensive skills. Ability to coordinate and effectively lead meetings with groups both internal and external to the organization.

Demonstrated understanding of Tribal health care system, organizations and their interrelationships.

Solid knowledge of state-wide and national health related issues, including P.L. 93-638 contracting procedures.

Ability to respond to common inquiries or complaints, and effectively present and explain health related information.

Knowledge of Database, Internet, Spreadsheet and Word Processing, and computerized medical records software.

Ability to travel to remote communities by small plane.

KANA is an Equal Opportunity Employment (EOE) employer exercising Native preference in accordance with P.L. 93.638

To learn more or to submit an application, visit <http://kodiakhealthcare.org/>.

Please contact the KANA Human Resources office at careers@kodiakhealthcare.org

with any questions.

