

POSITION DESCRIPTION

POSITION: Assistant Director of S/M Health Services
LOCATION: S/M Health Center
SALARY: Negotiable Exempt

POSTING DATE: 4-14-17
CLOSING DATE: 4-21-17
PAYGRADE: 7

Reports to: Health Center Director

Department: Administration

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES:

The Assistant Director is responsible for the monitoring and reporting of Health Center financial information, strategic and long-term planning, budgeting of the various programs, funding level negotiations with IHS, revenue cycle analysis, benchmarking data, and pulling report data for forecasting budget issues and maximizing revenue. In the absence of the Health Center Director, the Assistant Director will assume responsibilities of the Health Center Director position.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays

DUTIES:

1. Supervise the Business Office Manager, Medical Records Manager, Quality Assurance Manager, PRC Manager and the Building & Safety Manager and any other department manager as assigned.
2. Prepare the Health Center's annual budget, Indian Health Services contract, estimate Third Party Revenues and FQHC revenues while working collegially with staff involved in the process.
3. Ability to create and manage budgets, expenditure reports, forecasting, and maximizing revenues while promoting preventive health and fair access to care.
4. Using Electronic Health Record, must have ability to pull and create reports from various software packages (Greenway Intergy, Orchard and PharmServ) within the health center departments to analyze, forecast and maximize revenue.
5. Shall assist in updating the Health Center strategic plan for a 5 (five) and a 10 (ten) year vision, under the direction of the Health Center Director, seeking input from staff and community members to achieve the goal.
6. Shall hold monthly Business Meetings with designated Health Center staff to ensure efficient flow of processes and maximize revenues.
7. Ability to create and revise policies keeping in mind optimal patient care and maximizing revenues.
8. Develop and coordinate the interval review of the supervised departments to assure that all clinical and administrative activities are in compliance with the requirements of appropriate accrediting organizations.
9. Shall be responsible for coordination and disposition of reports required of the Health Center, such as grant funding reporting, as required by IHS, GLITC, State, and Federal Government.

10. Shall assist various departments with monitoring, preparation, compliance and timely submission of Federal, State, Tribal, and any other required reporting entity's grants, contracts and reports, monthly departmental operating statements, and monthly center operating statements.
11. Analyze on monthly basis the operating statements, grants, and other entities to keep track of spending and managing the budgets.
12. Shall work with the Director to develop and implement management procedures and policies, as necessary, to ensure the adequacy of current processes in place.
13. Analyze and evaluate the revenue generated by the various providers, departments and recommend appropriate patient load by each provider.
14. Shall work with various departments in the Health Center and Finance Department to develop appropriate budget modification when necessary for the operational needs of various programs.
15. Work with Human Resources, HC Director, and all departments on the recruiting needs of vacant positions. Coordinate with IHS website, HRSA website, and promote the Health Center in different job markets.
16. Maintain a good working relationship with departments to encourage the timely flow of financial information that is to the mutual benefit of all departments.
17. Monitor the purchasing system by processing purchase order requisitions according to the Health Center budget for different departments, shall check and ensure the availability of funds in the program budget. Will forward purchase order requisitions appropriately for timely processing.
18. Oversee updating of fee schedules annually for all Health Center services (Medical, Lab, Radiology, Dental, Chiro, Mental Health, and others).
19. Shall have the ability to manage staff including coaching, teaching, disciplining, and enabling staff to grow with the framework of their jobs.
20. Must maintain an acceptable departmental attendance record.
21. Must be reliable and prompt when reporting to work.
22. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
23. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
24. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
25. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
26. Perform additional job(s) upon assignments.

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Health Care Administration, or Business Administration required.
2. At least three years of experience in health care, financial services or related field required.
3. Must have experience pulling data from varied software packages to create viable reporting to aid management decisions.
4. Knowledge and experience with software; MS Office, Excel, Outlook software, etc., required.
5. Previous supervisory experience required.
6. Must be able to maintain confidentiality.
7. Must possess high degree of oral and written communication skills.
8. Must possess strong organizational skills.
9. Must possess the ability to work with others in a team atmosphere.
10. Must demonstrate experience and/or knowledge of financial management required.
11. Must be willing to attend all applicable training.
12. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

13. Must be eligible for coverage under the employer's liability insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must be able to meet physical requirements of position.
16. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO: Human Resources
 Stockbridge-Munsee Community
 N8705 Moh He Con Nuck Rd
 P. O. Box 70
 Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian preference is given in accordance with the Tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:		Tribal Council Approved:	
Revised Position:	9/04/2014	Tribal Council Approved:	1/3/01
		Exec Dir Approved:	9/8/14
		EDHR Approved:	9-16-14
		EDHR Approved:	4-12-17