

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Assistant Clinic Administrator

Department: Health & Wellness Center

Hourly Rate: \$35 + DOQ Full Time – 40 Hours

Exempt: Yes/Salaried

Supervisor: Clinic Administrator

Posting Date: In-House

Opens: September 10, 2024

Closes: September 17, 2024, at 4:30 pm

Posting Date: Public

Opens: September 19, 2024

Closes: October 2, 2024, at 4:30 pm



Purpose: The Assistant Clinic Administrator supports the Clinic Administrator/Director in providing leadership and direction for clinic operations and the health system. In collaboration with clinic leadership, optimizes flow and utilizes resources to meet demands for services. Addresses patient care or service problems as needed. Directly supervises ALL programs and/or department's day-to-day operations.

Essential Duties and Responsibilities:

- Assists the Clinic Administrator in the planning, developing, organizing, implementing, and directing the day-to-day functions of the facility, its programs and activities.
- Assist in the development and implementation of written policies and procedures that govern the operation of the health system. Enforce compliance of policies and procedures.
- Establish rapport with tribal departments, community members, health advisory board and tribal government and outside organizations (especially Indian Health Service) to support cooperation and promote the mission of the health system.
- In the absence of the Clinic Administrator, represents the organization and participates in all meetings as assigned.
- Act on behalf of the Clinic Administrator to make administrative decisions during his/her absence, as directed.
- Assist in planning annual budgets, work schedules, department meetings, training programs, etc.
- Ability to lead meetings, work groups, and team activities. Ability to communicate effectively face-to-face, in group sessions, written memos, letters, or email.
- Lead all staff meetings in the absence of the Clinic Administrator.
- Support the mission of the health system, promoting community access to services and quality of care.
- Assist with Human Resources duties as assigned, such as hiring, discipline, and job performance evaluation.
- Direct supervision of all department programs including staff development, hiring, training, monitoring program activities, budget, data collection, and attainment of goals.
- Assist with grant development and write grants for community health care needs.
- Mediate conflict/complaints involving patients, clinic staff, and third parties effectively and facilitate resolution.
- Prepare reports on health system activities as assigned.
- Collect and prepare data necessary for health system evaluation.
- Monitor compliance and privacy activities as assigned.

- Champion the process of AAAHC (Accreditation Association-Ambulatory Health Care) certification to assess commitment to safe, effective, patient-centered care in critical areas such as governance, patient rights, quality improvement, patient care and management, and patient safety.
- Functions as Privacy Officer for the facility.
- Monitors personnel requirements such as health screening, vaccinations, and employee onboarding annual reorientation training.
- Oversee and supervise new programs or projects as assigned.
- Assists with IT projects as assigned and troubleshooting basic IT issues within the facility.
- Facilitation and assisting of meetings including agenda development and taking meeting minutes as assigned.
- Facilitation of Performance Improvement Plan and related activities.
- All other duties as assigned.

Requirements:

Education and/or Experience:

- Minimum bachelor's degree in health care Admin, Business Admin or related field required.
- 3yrs. progressive supervisory/management experience required. Prefer management experience in a healthcare setting.
- Prefer working knowledge of healthcare facility's operational standards and requirements.
- Certification in Health Care Privacy/HIPAA within six (6) months of initial hire.
- Must be able to read, write speak and understand the English language. Excellent communication skills necessary.
- Prefer knowledge of medical regulations, medical practices and procedures, as well as laws, regulations and guidelines pertaining to the day-to-day operations of this facility and administration.
- Must be knowledgeable of computer systems, system applications and the other office equipment.
- Must possess active listening and people conflict resolution skills.
- Excellent attendance and punctuality a must with documentation from previous employers.

Other Skills and Abilities:

Preferred:

Prefer grant writing capabilities and experience working with grant development or administration.

Background Check:

This position is contingent on the required ability to pass a caregiver background check for working with children and/or elderly.

Qualification Requirements:

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

Cultural Sensitivity:

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Physical Demands:

Sedentary work with some walking, bending, stooping, and standing for extended periods of time. Lifting up to 25lbs on occasion.

Working Environment:

The noise level in the working environment is usually moderate.

Employees of the Bad River Health and Wellness Center must abide by the Bad River Health and Wellness Center Employee Health Policy. Employees must show proof of Tdap immunization or Pertussis booster, MMR and will receive TB test if employee has not had test within 1 year upon hire.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application, Resume and Three Letters of Recommendation To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov