



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Clinic Administrator

Lummi Tribal Health Center (LTHC)

OPEN: August 9, 2018

EXEMPT: Yes

SALARY GRADE: (12) \$38.16-\$42.74

SHIFT: Day & Various Meetings

LOCATION: LTHC

DURATION: Regular Full Time

CLOSE: August 15, 2018

JOB CODE:

DIVISION: HHS

DEPARTMENT: LTHC

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: The Clinic Administrator provides administrative oversight and leadership to the Lummi Tribal Health Center (LTHC). The Administrator provides direct supervision of Administration, Patient Relations, Facilities & Maintenance, Fitness Center and Health Information Technology. The Administrator collaborates with the Executive Medical Director and other Health and Human Services Directors as appropriate. The Administrator plans, directs, and coordinates issues affecting health care delivery, medical technology, personnel management, and related issues. The Administrator is responsible for day-to-day administrative management of clinic functions including planning, public relations, fiscal issues, contract/grant compliance, and special projects.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

Administrative Duties

1. Manages all administrative aspects of LTHC Programs.

- Develop and implement administrative policies in line with LIBC policies including but not limited to contracts, new hires, on-boarding, training, and vendor vetting procedures.
- Facilitate and provides clerical support for Executive Committee.
- Attend administrative meetings for Executive Leadership within the Clinic as needed
- Assists Department Directors/Managers in preparation of budget and allocation of funds based on approved work plans
- Review capital expenditure requests and justifications for purchases outside departmental budgets. Presents recommendations for approval to Leadership in accordance with tribal policy.
- Oversee and maintain monthly report system. Monitor and distribute financial statements and other reports for department and areas of responsibility.
- Coordinates strategic planning and marketing efforts to identify methods of increasing utilization or reducing overhead as appropriate through and with support staff.
- Continually monitors patient satisfaction to ensure that they are positive. Reviews patient questionnaires, as appropriate, recommends, reports and/or implements corrective actions as identified to appropriate leadership
- Coordinates recruitment, promotion, training and recognition of clinic staff, Lummi preference applies

- Monitors the Quality Assessment and Improvement Plan and report to Leadership on progress.
- Assists department managers in resolving administrative problems/issues.

Supervisory

2. Provides supervision to all administrative services including; Administration, Patient Relations, Facilities & Maintenance Fitness Center and Health Information technology.
 - Approves staff schedules.
 - Ensures the departments comply with HIPAA.
 - Ensure that the program and facility is continually monitored and managed to maintain the highest standards of operation and patient care; adjustment work plan to address deficiencies as needed

Budget

3. Responsible for overseeing, preparing and monitoring budgets, workplan goals and objectives within respective assigned areas, consistent with tribal laws and policies.

Communication

4. Serves as an administrative liaison for the LTHC and LIBC and external agencies
5. Responsible for coordinating internal and external communication, such as but not limited to: annual General Council Reports, local Community newsletter, and Leadership requests for data
6. Attend General Council and LIBC meetings as necessary to support in addressing health care related issues presented through appropriate medium and process
7. Respond to common inquiries or complaints from patients or members of the community and coordinate other areas' responses

Other

8. Work collaboratively with Business Office Director and Compliance Director to ensure compliance with all appropriate regulatory and accrediting bodies and their regulation governing health care systems and delivery.
9. Works with the Business Office Director to monitor billing and collection system to maximize collection of Third Party Revenue.
10. Other duties as assigned

MINIMUM QUALIFICATIONS:

- BA degree in business administration or management or other related field required
- 5 years of management experience
- 2 years of supervisory experience
- 5 years experience working in Tribal government
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be knowledgeable of HIPAA, and comply with confidentiality regulations.
- Must have experience in developing and maintain workplan and budgets
- Must be knowledgeable of budget and health care software
- Excellent organizational skills with strict attention to detail

- Ability to adhere to all professional guidelines, departmental rules, regulations, policies, and procedures set down in LTHC clinic by-laws.
- Must possess excellent interpersonal, administrative and supervisory skills, as well as strong skills in written and oral expression;
- Ability to multi task and prioritize and manage numerous competing demands.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Ability to maintain strict confidentiality at all times.
- Proficiency with Microsoft Office Suite (word, excel, power point)
- Proficiency with Accufund software

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check, FAMLINK Check and FBI Fingerprinting.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov
 For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.