



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Director of Health Services		
<b>JOB GRADE:</b>	13/14	<b>REPORTS TO:</b>	Executive Director
<b>STATUS:</b>	Exempt	<b>LOCATION:</b>	Klamath
<b>DEPARTMENT:</b>	Health & Wellness	<b>DIVISION:</b>	Wellness
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$94,099.20-\$143,873.60		

### **POSITION SUMMARY:**

Under the general direction of the Executive Director, the Director of Health Services is responsible for leading a team of medical professionals to administer excellent patient care to those with substance use disorders. This position plays a critical role in ensuring the delivery of high-quality care to individuals with substance use disorders while adhering to all regulatory and compliance requirements. The Executive Director – Treatment Center is accountable for in-patient and outpatient program operations, staff management, and the development and execution of policies and procedures. Incumbent will ensure that the program operates smoothly and stays in compliance with federal, state, and organizational guidelines.

### **DUTIES AND RESPONSIBILITIES:**

1. Design and implement business strategies to assist the clinic to realize business goals.
2. Oversee the provision of evidence-based treatment, including medication-assisted treatment (MAT), counseling, and support services.
3. Ensure compliance with all performance standards, contractual requirements, policies and procedures, applicable laws and regulations, health, and safety requirements to achieve program improvement and growth.
4. Establish, maintain, and monitor quality of systems. Anticipate, plan for, and manage change.
5. Ensure clinics have sufficient and qualified personnel. Assist with workforce development.
6. Ensure all patient records and hospital documentation meet standards within state and federal law. Supervise electronic record keeping systems and manages reporting.
7. Plan, develop and manage clinic budgets, approve payrolls, and procure equipment. Coordinate with Facilities, Planning, and Finance to address facility issues or changing facility needs.
8. Works with Finance/Billing departments to maximum billing revenue.
9. Works with Human Resources to ensure providers have clear and current licenses and certificates to be a billable provider.
10. Perform employee review and provides feedback to motivate performance and set professional goals.
11. Acts as a connection between patients, families, care staff and regional partners.
12. Work to ensure new contracts/memorandums of understanding (MOU) are developed proactively and appropriately maintained. Review contracts/MOU with applicable staff.
13. Lead the development of Standard Operating Procedures (SOP's), and direct Program Managers on implementation. Provide guidance and support to staff on developing procedures.
14. Nurture strategic partnerships that expand resources and capacity to serve Tribal members. Ensure the relationships with funders, local and state government entities, and partners are being maintained, managed, and cultivated.
15. Responsible for developing and carrying out funding strategies for programs within the department, as needed.

16. Responsible for timely submission of grants and reporting. Review and assess monthly programs and financial reports to inform departmental decisions.
17. Identify opportunities for volunteers within programs and set volunteer goals for program managers.
18. Ensure that required reports are completed accurately and submitted in a timely manner. Provide statistical and narrative reporting on demographics, services provided, and outcomes as needed. Ensure adequate systems are in place for data collection within each program.
19. Develop and implement emergency preparedness plans and response procedures for the program. Oversee the safety and security of the facilities, patients, and staff.
20. Conducts regular staff meetings to discuss matters pertaining to treatment issues, policies and procedures, case management, and staff relations.
21. Organizes curriculum, programmatic content and monitors all treatment activities.
22. Assist in the monitoring and security of all medications under Physician orders. Complies with all provisions from Drug Enforcement Administration.
23. Serves as an active member on committees, including but not limited to, Wellness Tribal Court Meetings, Health Advisory Boards, and any other boards, committees or tasks forces assigned by the Executive Director and/or the Yurok Tribal Council.
24. Maintain a professional, supportive, and positive working relationship with the community and works collaboratively with the Yurok Tribes' Directors and community organizations.
25. Reports to Department of Health, Board of Pharmacy, SAMHSA and DHCS, and other regulatory agencies.
26. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**

1. Grade 13: Bachelor's degree in a related field and five or more years of directly relatable work in substance use disorder that includes supervisory and management experience.
2. Grade 14: Master's degree in a related field and two or more relatable work in substance use disorder experience includes supervisory and management experience.
3. Incumbent must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.
5. Certification or license in addiction counseling or possess a current license as a health or allied provider issued state licensing body preferred.

**MINIMUM QUALIFICATIONS:**

1. Experience working in a Tribal Health setting preferred.
2. Excellent verbal and written communication skills.
3. Direct experience overseeing substance use wellness programs.
4. Experience auditing wellness systems and coaching teams to ensure compliance with best practices.
5. Integrity and the ability to inspire team members.
6. Maintain a technical aptitude, critical thinking skills, and initiative-taking.
7. Admirable work ethic, a love of learning new things, and a desire to go above and beyond.
8. Respect is a core value, including the power of empathy.
9. Ability to compose and present comprehensive reports.
10. Excellent organizational skills and attention to detail.
11. Excellent time management skills with a proven ability to meet deadlines.
12. Strong analytical and problem-solving skills.

13. Demonstrated strong computer skills with three plus years using Microsoft Office or similar software, including a strong working knowledge of automated cloud-based systems.
14. Knowledge of Yurok history, culture, and values.
15. Must have or obtain CPR certification within six months of hire.

**SUPERVISORY RESPONSIBILITIES:**

Has the full range of supervisory duties and responsibilities for all personnel. Plans the of work for subordinates based on priorities, nature of assignment, and capability of employee based on their job description. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work matters. Takes disciplinary actions, when necessary, in accordance with the personnel policies. Determines developmental or training needs of subordinates.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**LANGUAGE SKILLS:**

Must have the ability to read, write and comprehend detailed instructions, correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to Tribal members, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Prolonged periods of sitting at a desk and working on a computer, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary.

## Yurok Tribe Job Description

Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

