 **Tule River Indian Health Center, Inc. (TRIHCI)**

**PO Box 768 • Porterville, California 93258**

**Phone: (559) 784-2316 • Fax: (559) 781-6514**

**Position Description**

**Chief Executive Officer/ Principal Investigator**

**Reports To**: Board of Directors **Prepared By**: Human Resources

**FLSA Status**: Executive Exempt **Salary Grade**: $201,803/year, DOE

**Board Approval**: July 24, 2023 **Revised Date**: August 2, 2023

**Position Summary:**

With guidance from Tule River Indian Health Center, Inc.'s (TRIHCI) Board of Directors, the Chief Executive Officer/ Principal Investigator (CEO/PI) is responsible for the entire day-to-day operations of all TRIHCI facilities and subsidiaries. In this role, the CEO/PI is accountable for the continuing development of quality healthcare services through the establishment and perpetuation of organizational vision and mission ; strategic planning, goal establishment, and operational alignment ; sound fiscal management of organizational resources; delegation to and supervision/development of executive and professional staff; establishment of an effective organizational culture; program policy development , implementation , and compliance; and effective communication with the Board of Directors, CRIHB, IHS, and other state and federal agencies as required by grant and program agreements. As the primary public representative of TRIHCI, the CEO/PI is required to communicate effectively, to establish rapport with patients and their families, and to be sensitive to the needs of the local Indian community, its cultures, traditions, behavior patterns and background.

**Essential Duties and Responsibilities:**

1. Administer all programs and associated entities for TRIHCI on a day-to-day basis, and in accordance with applicable policies, procedures, and standards.
2. Deliver and coordinate the delivery of standardized reports concerning financial, strategic, compliance, personnel, clinical performance, and other issues or concerns to the Board of Directors (Board) on a monthly basis; to IHS/CRIHB on a quarterly basis; and to other entities as required.
3. Work closely with the Board and Board Committees to create, revise, update, and implement policies, procedures, and strategic initiatives to govern TRIHCI.
4. Ensure the development of effective internal systems for the delivery of quality healthcare options, case management, and continuity of care to best serve local patient needs.
5. Serve as a direct liaison and point-of-contact for communication and correspondence between TRIHCI and IHS, CRIHB, the State of California, and other local, state, and federal entities.
6. Work to develop, modify, and execute TRIHCI's strategic plan, including effective staffing, operational development, sound fiscal management, and customer service dimensions.
7. Write and coordinate the preparation of grants and applications to improve TRIHCI' s funding and budget structure in accordance with local health needs.
8. Exercise direct supervision of all Department Heads at TRIHCI, including elements of orientation and training, employee relations, program development, holding Executive Leadership Team meetings, monitoring staff attendance, delivering performance evaluations, and any other activities relating to the supervision of employees.
9. Exercise explicit stewardship for the resources of TRIHCI, including review and authorization of purchase requisitions, check signing, and budgetary guidance to Department Heads.
10. Receive, facilitate, and communicate information on current developments in the healthcare field relating to TRIHCI including maintenance of relevant memberships and response to alerts, requests for information, funding opportunities, audit and compliance requests, and other correspondence.
11. Contribute to annual reviews of TRIHCI' s compensation and benefits plans, including benefits options, salary scale research and administration, and other related items based on the budgets for each given year.
12. Oversee the development and implementation of all agreements for TRIHCI, including MOUs/MOAs with contract providers, volunteers, organizations, linkage agreements, vendor agreements, and other agreements.
13. Serve as the primary point of public relations to the Tule River Indian and Porterville communities, including oversight of sponsorships, donations, and TRIHCI's presence at local events.
14. Actively participate in opportunities for continuing education, networking, and quality improvement including quarterly meetings, trainings, and other events.
15. Develop and oversee the establishment of local staff committees and workgroups to further the interests of TRIHCI, including the PRC Clinical Review Committee, Safety Committee, Medical Provider 's Group, Clinical Applications Team, and others.

**Additional Responsibilities may include:**

1. Coordinate and/or direct regular staff meetings and trainings.
2. Perform other duties as assigned by the Board of Directors.

*Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, and Abilities**

1. Comprehensive knowledge of IHS/638 Contracting Programs and organizational structure, tribal involvement, budget administration, program analysis and support services to develop solutions to managerial and administrative problems.
2. Possess strong strategic planning and leadership competencies, particularly in the areas of strategic initiative and measurement development, project management, performance management, and employee relations.
3. Knowledge of and skill in applying a wide range of management and systems theories, principles, laws, rules, regulations and procedures sufficient to identify interrelated problems, draw conclusions, and recommend appropriate courses of action.
4. Must have good communication skills, be able to effectively communicate with diverse populations and be willing to converse openly with individuals and community entities (e.g. Tribal Council, the Elder's Council, etc.) in a variety of settings.
5. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
6. Demonstrate professional competency for evidenced-based decision-making including the development of systems for statistical analysis, trend development and identification, and causal relationships.
7. Possess strong computer operation knowledge and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
8. Must demonstrate the ability to maintain accurate records and prepare clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
9. Possess the ability to organize and follow one’s own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
10. Possess the ability to perform well in and lead group problem-solving situations and use reason even when dealing with highly emotional topics.
11. Ability to establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.
12. Knowledge of fiscal principles including fund accounting, grant administration, and general auditing protocols.

**Education and/or Experience**

A related bachelor’s degree (BA, BS, BBA, etc.) from an accredited college or university AND two (2) to three years of leadership experience in a health service setting is required for this position.

**Certificates, Licenses, Registrations**

A current California driver's license and a good driving record are required for this position.

**Preferred Qualifications and Contingencies**

1. A related master’s degree (MBA, MPH, MHSA, etc.) from an accredited college or university AND four (4) to five (5) years of leadership experience in a health service setting is also preferred.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, TB test and verification of each candidate's right to work in the United States.

**Physical Work Environment:** *The description provided here is representative of those conditions in which the Chief Executive Officer/ Principal Investigator will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the CEO/PI is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The CEO/PI will move throughout the health center to meet with supervisors and co-workers but maintains limited direct patient/client contact. Consequently, the CEO/PI must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 10 lbs. repeatedly and up to 40 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

**Disclaimer:**

*This position description lists the major duties and requirements for the Chief Executive Officer/ Principal Investigator position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

**Employee Affirmation (to be signed on the first date of employment):**

*I have thoroughly read the attached position description for the position of Chief Executive Officer/ Principal Investigator. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

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| **Employee Name (Print)** |
| **Employee Signature** |
| **Date** |