



**Spirit Lake Tribe**  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[katerid@spiritlakenation.com](mailto:katerid@spiritlakenation.com)

<b>Job Title:</b>	<b>Chief Executive Officer</b>	<b>Open Date:</b>	<b>May 22, 2023</b>
<b>SL Program:</b>	<b>SL Health Center</b>	<b>Close Date:</b>	<b>June 30, 2023</b>

**Objective:** This position is responsible and accountable for the continued development of a comprehensive and quality health care service delivery system including ancillary health programs focused upon prevention and early intervention, with optimal use of resources; the overall fiduciary and leadership responsibilities for the Spirit Lake Health Center (SLHC); development, implementation and evaluation new programs; and, overseeing the development and results of short-term and long-term strategic plans.

**Work is performed and duties are carried out in accordance with the compact, funding agreement, buyback agreement, policies & procedures, and Spirit Lake Health Center (SLHC) core values: VALUES**

### **Major Duties & Responsibilities**

- Full line responsibility and accountability for managing all of Spirit Lake Health Center activities.
- A fundamental responsibility is to provide the best possible health care to the patients through utilization of all available resources including those within the community. This includes provision of leadership to successfully respond to local health care needs which may be unique in nature and to design and maintain a comprehensive health care system especially designed to meet the changing health needs in the community.
- Maintains knowledge of the legal requirements and government reporting regulations affecting health service functions and ensures that policies, procedures, and reporting comply.
- Plans, coordinates, and controls the daily operation of the SLHC through its directors and managers.
- Ensures that health services are delivered in a manner consistent with funding agencies requirements, applicable laws and regulations and tribal policies.
- Recruits and retains supervisory staff and providers who possess the necessary knowledge, skills, and attitudes to work effectively within the department and uphold its values.
- Establishes current and long-range goals, objectives, plans and policies, subject to approval by the SLHC Health Board.
- Dispenses advice, guidance, direction, and authorization to carry out major plans, standards, and procedures, consistent with established policies and Health Board approval.
- Meets with SLHC's departments to ensure that operations are being executed in accordance with the SLHC's policies.
- CEO with the COO is responsible for the development and justification of the organizational budgets; for appropriate obligation of funds and directing and managing the overall fiscal year budget.
- Review and recommend revision to the compact as necessary; annually prepare the funding agreement and buyback prior to the start of the fiscal year.
- Reviews contracts and grants and recommends action to the Health Board as appropriate.
- Negotiates and updates contracts as necessary.
- Monitors compliance with funding source requirements.
- Maintains effective, collaborative interdepartmental and external relations.
- Represents the Tribe on health services locally, regionally, and nationally as needed.
- Attends or provides representation at meetings known to be of critical importance for the health of the Spirit Lake Tribal community.

- Reviews operating results of the SLHC, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Prepares regular reports for the SLHC Health Board and Tribal Council as directed.
- Responds to community concerns in the delivery of health services.
- Responsible for decisions relating to hiring, personnel evaluation, disciplinary actions, grievance discussions, coaching development and recommendation of actions, demotions, and termination decisions as applicable for supervisors, providers, and department support staff.
- Establishes and maintains an effective system of communications throughout the SLHC.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Coordinates and works with Tribal Health, and COVID-19 team to implement any plans needed for the health and safety of the members
- Monthly reports due to Tribal Administrator's Office
- Performs related duties.

#### **KNOWLEDGE REQUIRED AT A LEVEL APPROPRIATE FOR THIS POSITION**

- Knowledge and in-depth understanding of health care delivery systems.
- Knowledge and understanding of various models for care delivery, clinical practice trends, technological changes, health regulatory changes and requirements.
- Knowledge of the economic and labor challenges facing the local healthcare industry.
- Knowledge of medical office administration and procedures.
- Knowledge of organizational human resource policy and practice.
- Ability to effectively manage to maximize health outcomes and minimize costs.
- Ability to identify and resolve problems in a timely manner; gather and analyzes information skillfully; develops alternative solutions; work well in group problem solving situations; and uses reason even when dealing with emotional topics.
- Ability to inspire respect and trust; mobilize others to fulfill the vision; provide vision and inspiration.
- Ability to foster a cooperative and harmonious working environment to maximize employee morale and productivity.
- Ability to effectively problem solve in a multidisciplinary team environment.
- Ability to support and commit to department and tribal policies and procedures.
- Ability to supervise, evaluate, coach, and develop staff.
- Ability to display high degree of inspiration for team members to retain focus of providing highest levels of patient satisfaction.
- Ability to learn and continuously improve, to be audited, observed, and reviewed; is positively responsive to feedback.
- Skill in use of computer systems as a source of data collection and display necessary to enhance health systems management. The ability to extract and analyze relevant data to enhance the management of the health care program.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to effectively meet and communicate with the public.
- Ability to prioritize and shift priorities in a changing environment.
- Ability to organize the multiple demands of the job.
- Skilled in critical thinking, deductive reasoning and decision making.
- Skill in understanding business implications of decisions.
- Skill in prioritizing, organization and planning.
- High Moral Character

- Maintains Professionalism

### **SUPERVISORY CONTROLS**

The SLHC Health Board assigns work in terms of goals, objectives, and available resources. Work is reviewed through conferences, reports, and observation of health service operations. The CEO keeps the Health Board informed of progress and potentially controversial matters.

### **GUIDELINES**

Guidelines include state and federal laws and regulations, IHS, CMS, GPRA, FQHC, AAAHC, CLIA regulations, Tribal policies and procedures, directives from the SLHC Health Board. The established guidelines require considerable adaptation and interpretation for application to issues and problems associated with the delivery of quality health care services. This position oversees the development of SLHC guidelines, policies, and strategic plans.

### **COMPLEXITY/SCOPE OF WORK**

The work consists of varied management and leadership duties. The need for sensitivity to political factors contributes to the complexity of the work. The purpose of this position is to administer leadership and oversight of operations. Successful performance helps ensure the overall effective and efficient operation of the SLHC and affects the quality of care and patient outcomes for Tribal members.

### **CONTACTS**

Contacts are typically with department directors, health service and other tribal employees, elected officials, the media, industry and business representatives, attorneys, insurance executives, state and federal officials, and the public.

Contacts are typically to give and exchange information, resolve problems, motivate personnel, negotiate, and settle matters, and justify decisions.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The work is typically performed in an office and the noise level in the work environment is usually quiet.

While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to manipulate, handle, or feel; and talk or hear. The employee must regularly lift and /or move light objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position requires travel and operation of a motor vehicle.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned department heads and other full-time staff. This position uses independent discretion in the performance of duties, and is responsible for formulating, recommending, or implementing policy or controlling SLHC resources, including employees, money, equipment, supplies, or time.

**Qualifications, Experience, and Education required:**

- Bachelor’s Degree in health administration management or other related health field plus five (5) years of broad-based management in health care settings, preferably within a Tribal or IHS multi-tiered health system, two (2) of which must be at a senior management level. Post-secondary education or experience which provides the expertise required to effectively perform the functions of the position may substitute for the degree on a year-for-year basis.
- Must demonstrate knowledge of the Indian Health Service (IHS) agency regulations and operations, including Title V of the Indian Self Determination Education and Assistance Act (ISDEAA).
- Must have Grant and/or contract management experience. Preference given to candidates familiar with experience with the IHS Purchased/Referred program.
- Experience with development and implementation of strategic plans, health program development and community wellness initiatives. Must be willing to perform leadership roles and responsibilities to incorporate an Improving Patient Care (IPC) improvement model and patient-centered medical home model of care.
- Must possess and maintain a current, valid, active, and unrestricted North Dakota driver’s license throughout the course of employment, insurable under SLT driving policy.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

<b>Job Role:</b>	CEO	<b>Company Industry:</b>	Spirit Lake Tribe – Health Center
<b>Job Location</b>	SLT Health Center	<b>Supervision:</b>	Tribal Council
<b>Employment Status:</b>	Full-time	<b>Manages Others:</b>	Yes
<b>Monthly Salary Range:</b>	DOQ	<b>Number of Vacancies:</b>	One
<b>Number of Vacancies:</b>	One	<b>Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a> <a href="mailto:MKeo@spiritlakenation.com">MKeo@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota

<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0864	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	<p>Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>		