

## **POSITION DESCRIPTION**

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**POSITION:** Assistant Health & Human Services Director

**DEPARTMENT:** Bay Mills Health Department      **GRADE:** *DOE*

**REPORTS TO:** Health & Human Services Director      **STATUS:** Exempt

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### **POSITION SUMMARY:**

Under the general direction of the Health and Human Services Director, the Assistant Health and Human Services Director performs extensive administrative, evaluative, and technical work pertaining to the overall administration of the tribally-operated Health and Human Services programs. This position will work with the Health Director overseeing all Health and Human Services departments, specifically Community Health, Behavioral Health, Administration Support, Emergency Medical Services, and Patient Support positions. This position will oversee the daily operations of the Health Center when the Health Director is unavailable. This position also works in conjunction with the Health Director (CEO) and Clinical Coordinator (COO) to serve as the Development Liaison for the Health and Human Services operations.

### **ESSENTIAL FUNCTIONS:**

The position will assist the HHS Director with any of the following:

1. Facilitates annual "Organizational planning for the HHS System," which results in the development, implementation of organization and department strategies for service delivery, expanding service delivery, and accessibility.
2. Responsible for exploring and developing business opportunities within the compliance of funding streams.
3. Responsible for compliance of grants for all Community Health, Behavioral Health, Administration Support, and Patient Support Positions and of overall health and human services system. Will monitor/evaluate these departmental budgets.
4. Coordinates with the Clinic Coordinator the overall HHS-Facilities operations by inviting, coordinating, enforcing program, operational/personnel policies, and procedures.
5. In collaboration with the Clinic Coordinator and Human Resources of BMIC, this position assists in the overall recruitment of staff to ensure adequate staffing to efficiently deliver health and human services systems reflective of the make-up current system i.e., assuring the recruiting, soliciting, orientating, training of employees and compliance of Human Resource and Health Center policies are met.
6. Responsible for assuring that a consistent effort is applied to monitoring/evaluating, employee job results. (Coach, Counsel, and discipline as the need arises). Delegate as per staff supervisory responsibility.

7. In coordination with Administration, the position is responsible for the employee morale & job satisfaction of all team members within all departments.
8. Responsible for the development and implementation of an ongoing staff-training program that promotes the attainment of continuing education requirements, experiential growth, meeting additional educational goals set by staff and the HHS organization.
9. Develops and maintains a Health And Human Services Building and Equipment Plan, which assists to promote the availability of adequate space and equipment allocation for HHS staff, programs/services, etc.
10. Coordinates efforts of staff to seek additional resources/funding for HHS systems expansion. Promotes resource and program development in priority areas of community health risk reduction need.
11. Assists with direct supervision to Health Center Support Services Staff, conducts departmental meetings, staff evaluations, discipline, orientation, and training.
12. Works with Health Center Administration and Management to develop and implement strategic plans.
13. Responsible for establishing a structured program for addressing patient complaints in a timely and professional manner.
14. Works with Health Center Management and staff to achieve goals and objectives including those defined by Health and Human Service Administration and Indian Health Services
15. Function as the Compliance Officer, developing and implementing a comprehensive and effective compliance program
16. Develops reporting tools for internal monitoring and conduct audits to ensure compliance and achievement of goals.
17. Works with Health Center Administration and Management to assess training needs and conduct appropriate training and education.
18. Familiarity of the Bay Mills Personnel Policies and Procedures Handbook.
19. Creates a friendly work atmosphere and communicates an "OPEN DOOR" policy to all employees to resolve employee disputes in a timely manner.
20. Other duties may be assigned within the scope and complexity of this position as assigned by the HHS Director, and in cooperation with the Tribal Manager, and/or, Executive Council.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit, with occasional standing and walking. The employee must occasionally bend and balance with occasional lifting and/or moving up to 10 pounds.

**POSITION REQUIREMENTS:**

1. A Bachelor's Degree in health care, health administration, management, or related field is required; a Master's Degree is preferred.
2. A minimum of two to five years of management experience required.
3. Knowledge of the Indian Health Service guidelines.

4. Experience in the administration and monitoring of Federal, State, Regional contracts, and grants.
5. Must have experience in working with human resources, personnel recruitment, supervision, and evaluation.
6. Must have a positive, outgoing personality with excellent human relations and communications skills.
7. Working knowledge of community resources related to health and human services.
8. Must be able to travel when required.
9. As an exempt employee, this position will need to be flexible to ensure projects are completed, and will need to be responsive to community emergencies, pandemics, etc.
10. Knowledge of software systems, computers, spreadsheets, project management, and other office equipment required.
11. Must have an excellent past work record as demonstrated through past personal and professional references.
12. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
13. The incumbent must be free of any criminal record, relative to their interactions with individuals or communities in accordance with applicable State and Federal laws or requirements.

**PREFERENCE:**

Preference will be given to those of Native American descent.

**CLOSING DATE:**

Open Until Filled

**APPLY TO:**

Please email application and resume to Erin Forrester, HR Generalist at [eforrester@baymills.org](mailto:eforrester@baymills.org)

Subject: Assistant HHS Director

\*Applications can be found at [www.baymills.org](http://www.baymills.org) under “employment opportunities”

