

**KENAITZE INDIAN TRIBE
JOB DESCRIPTION**

POSITION TITLE:	Director of Operations
TYPE OF POSITION:	Full Time, Exempt
REPORTS TO:	Executive Director
SUPERVISES:	Front Office Manager, Facility Manager, Business Office Manager, Quality Assurance Officer & Compliance Officer
INDIAN PREFERENCE:	Native preference under P.L. 93-638
POSTING PERIOD:	December 7, 2011 – Open Until Filled

KENAITZE INDIAN TRIBE'S PURPOSE, VALUES & VISION

Purpose

To assure Kahtnuht'ana Dena'ina thrive forever.

Kahtnuht'ana Dena'ina Values

These are the beliefs and principles that define our people and will assure our future as tribe:

- Family: honoring and sustaining health and happiness of family as a first responsibility
- Stewardship: respectful use of land, resources and all creations
- Spiritual Beliefs: acknowledging the existence of a higher power and respecting spiritual beliefs
- Education: passing down cultural knowledge and traditions and supporting formal education

Vision

By 2025, Dena'ina are prosperous, healthy, and culturally strong

- We will work toward united effort with Native organizations and other governments that impact our people
- We will develop and implement a tribal education system
- We will live our traditional values and practices
- We will empower our sovereignty
- We will achieve self-sufficiency
- We will strive for excellence in all of our programs

- We will elevate the health status of our people

POSITION SUMMARY

The Director of Operations acts in a key leadership role within Kenaitze Indian Tribe whose primary responsibility is the oversight of the Dena'ina Wellness Center's (DWC) business operations. In partnership with the Director of Health Systems, the Director provides guidance to the Executive Director in planning health & wellness strategies, goals, initiatives and structure in alignment with KIT's values and vision. The Director reports to the Executive Director, and responds to budgetary and performance measures, achievement of goals and strategies, and results of monitoring functions. The Director has oversight of the DWC compliance, risk management, and quality assurance.

QUALIFICATIONS

(Consideration may be given for equivalent knowledge, skills, abilities, education, and experience)

Minimum Qualifications

- Masters degree in Healthcare Administration
- Five years of operations and personnel management experience
- Knowledge of primary care, dental, behavioral health operations, service delivery and an integrated model of care
- Solid working knowledge of budgeting and grants management
- Experience in the development of Health Program strategies and service delivery
- Experience in policy and procedure development & implementation
- Solid working knowledge of health accreditation standards and implementation
- Knowledge of healthcare regulatory requirements, risk management and privacy compliance
- Experience with the development of quality assurance standards, and quality improvement
- Excellent interpersonal, communications, public speaking, and presentation skills

Preferred Qualifications

- Knowledge of the Alaska Tribal Healthcare System
- Knowledge and experience working with Alaska Native/American Indian people

ESSENTIAL FUNCTIONS

- In partnership with the Director of Health Systems, responsible for DWC strategic and annual planning
- Responsible for the development of operational policies and procedures for the DWC
- Responsible for dashboards, grants and budget oversight
- Responsible for award administration and funding compliance
- Provide guidance, mentoring and support to DWC Leadership Staff

- Collaborate with DWC supervisors to identify the needs of the staff for education and training
- Collaborate with staff to ensure the Tribe’s representation at essential local, state and federal Health & Wellness Program meetings and activities
- Responsible for DWC customer service and quality assurance, and process for resolution of customer concerns
- Ensure workplace safety guidelines are followed for staff, vendors and customers
- Responsible for meeting healthcare regulatory requirements to include risk management, infection control, customer safety, and privacy compliance
- Responsible for working with the Executive Director and the Director of Health Systems on contract service negotiations (i.e. Central Peninsula Hospital, Southcentral Foundation, Alaska Native Tribal Health Consortium, and other outside agencies as needed).
- Responsible to communicate to staff Tribal updates, events, and activities
- Adhere to Kenaitze Indian Tribe’s Policies & Procedures
- Performs other duties as assigned

This Job Description reflects Kenaitze Indian Tribe’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and qualifications of the job.

Employee Name (printed): _____	Date: _____
Employee Signature: _____	
Executive Director: _____	Date: _____