



Cow Creek Government Office

Position Description

Position Title: Deputy Health Director (DHD)

Department: CCH&WC

Reports To: Chief Health Officer

FLSA Designation: Exempt

POSITION PURPOSE:

This position shall support and provide daily support to the Chief Health Officer (CHO) for administrative functions of the Cow Creek Health & Wellness Center (CCH&WC). The DHD will primarily be the liaison between the Clinic Director and Public Health Manager and the CHO so as to assure day-to-day operations of the CCH&WC is timely and functioning at the highest level.

ESSENTIAL FUNCTIONS:

- Coordinate the integration of the CCH&WC public health department and medical clinics work via acting as a liaison between the Public Health Manager, Clinic Director and Chief Health Officer
- Collaboration of data information sharing (including EHR integration)
- Infection Control partnership
- Provide administrative leadership for PHAB and AAAHC accreditation
- Serve as an active member of the QI/QA Committee for both the Public Health and Clinic QI/QA Teams. Monitor all Quality Improvement Occurrence reports relevant to Clinic on current system, investigate and report within the system, as appropriate.
- Attend All-Staff and PH Team Huddles
- Second contact for all patient complaints. Resolve issues, as appropriate, and escalate those necessary to Chief Health Officer.
- Annual Budget submission, monthly budget reconciliation and forecasting financial needs for the CCH&WC
- Lead Health Advisory Committee by coordinating the agenda and all aspects of the monthly committees work
- Surrogate to the CHO when out of the office or on PTO
- Prepare detailed reports monthly to Chief Health Officer for inclusion into combined Monthly Board Report from CCH&WC administration.
- Development and assistance to managers of new programs to enhance the quality and access to cost-effective health care delivery of services.
- Implement technological improvements to assure efficient purchasing, inventory control, and cost recovery through assured supply reimbursements.
- Work with Executive Administrative Assistant to Chief Health Officer to track all clinic contracts (equipment, third party payer, maintenance, etc.) for renewal / termination. Maintain a working knowledge of vendor relationships and terms of contracts.
- Manage the Special Projects Coordinator expand

- Manage Grants Coordinator expand
- Integrate health and safety as a value in how all work is conducted, by constantly striving to create a workplace that is healthy and safe for self and co-workers.
- Alternate Delegate to NPAIHB for Cow Creek Tribe
- Perform other related administrative duties as needed

QUALIFICATIONS:

- Must have a Bachelor of Arts or Sciences with a Master's degree in business or sciences preferred.
- Must have at least five years work-related administrative experience in related job description duties.
- Must have supervisory/managerial experience; minimum of five years
- Must have financial budgeting and operations experience; must have experience in contracts with vendors
- IHS, federal and state operations experience, preferred
- Experience with grants and contracts required.
- Knowledge of IHS and BIA programs desired
- Must be multi-task oriented, have excellent organizational, and communication skills
- Demonstrate oral and written communication skills, which include proper grammar and spelling.
- Ability to work effectively with individuals from different cultural backgrounds
- Proficiency in Word, Excel and Desktop publishing programs experience required.
- Valid Oregon driver's license required.