



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Community Health Center Executive Director

Team: ICHC Administration

Salary Range: DOE

Reports to: Katuwaq Community Health Board (KCHB)

Schedule: Fulltime, Regular

FLSA Status: Exempt from Overtime

Last Revised: October 2023

The ICHC Executive Director provides effective, strategic oversight and management of all ICHC programs in accordance with strategic plans as developed by the Katuwaq Community Health Board.

RESPONSIBILITIES/DUTIES:

- Responsible for ICHC policy development, program planning, fiscal management, administration, quality improvement, and operations.
- Works closely with the KCHB, NVE Executive Director, committees, boards, agencies, and all levels of government officials, to develop, enhance, and represent NVE at the National, State, and local levels effectively and consistently.
- Supervises ICHC leadership staff, maintaining oversight of provider credentialing, ICHC personnel hiring, and management.
- Negotiate Physician/Provider contracts.
- Oversees Emergency Preparedness response, designating as needed.
- Works to identify and develop new funding sources, projects, and programs related to healthcare.
- Negotiate, oversee, and enforce ICHC contracts, leases, and agreements including IHS and other healthcare-related agencies, subject to KCHB approval.
- Project Director for all grants.
- Attends all KCHB meetings, preparing comprehensive written and verbal reports.
- Actively participates with outside entities subject to KCHB direction and approval.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Demonstrate effective leadership and administrative skills to meet Clinic Operational and Strategic goals.
- Ability to prioritize and exercise sound, independent judgment to plan, organize, administer, and coordinate a variety of complex services and programs at all levels of healthcare.
- Strong analytical and problem-solving skills needed to address complex challenges, evaluate alternative solutions, and adopt effective courses of action.
- Excellent verbal and written communication skills.



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KNOWLEDGE AND ABILITIES (cont.):

- Establish and maintain cohesive working relationships with other entities, the public, tribal members, and staff.
- Must be adept at creating a positive and team-based culture within the organization.
- Demonstrated ability to respond and manage effectively in a crisis.
- Proficient in the use of Microsoft Office Suite programs such as Word, Excel, Access, and One Note.
- Able to work a varying schedule to include travel and attending required meetings.
- Must be able to pass a background check, which includes fingerprinting.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree or above in Healthcare Management or a relevant Medical Field. Can be substituted with equivalent experience and/or training.
- Five years' experience in tribal operations preferred.
- Two years' experience in contract negotiations preferred.

CERTIFICATIONS AND LICENSES:

- License in related medical field preferred. (i.e., MD, RN, MHA, etc.)
- Eligible for current State of Alaska Drivers' License.

WORK ENVIRONMENT:

- Majority of work will be completed in an office setting which may be in a medical primary care clinic.
- Regularly sit for long periods of time to complete work.
- Typically lift 15 pounds to move and coordinate work.
- Regularly manipulate a variety of data via verbal, written, and electronic media.
- Regularly use a high level of cognitive function to interpret information, make independent decisions, and complete tasks.
- Usual tasks do not involve exposure to blood, body fluid, or tissues but the job has potential for airborne, mucous membrane, or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

DISCLAIMER

KCHB has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date