

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Accreditation Director

SALARY RANGE: TSS 13

DEPARTMENT: Accreditation Department

SUPERVISOR: Chief Executive Officer, or Designee

WORK STATION: Bishop

EXEMPT

POSITION SUMMARY: Researches, develops, and performs all steps necessary to obtain AAA Accreditation from the Accreditation Association for Ambulatory Health Care, Inc., Institute for Quality Improvement, and other Accreditation Boards for Toiyabe Indian Health Project (TIHP). Once accredited, performs all necessary actions to maintain accreditation of TIHP, and this includes working with all departments of TIHP to continue and maintain all aspects of accreditation status.

QUALIFICATIONS:

1. Education - Bachelors' Degree in Business Administration, Public Administration, Management or equivalent. Desired education also includes a Masters' Degree in Public Health, Business Administration, or Public Administration, or equivalent.
2. Experience - At least 10 years of progressive work experience in Administrative work, at least 10 years of extensive supervisory experience, and at least 5 years of top management experience.
3. Extensive knowledge of management principles and techniques.
4. Extensive experience in dealing with various State and Federal bureaucracies for purposes developing and working on applications for various purposes.
5. Extensive knowledge of interviewing and following procedures to apply for various benefits from governmental programs and agencies.
6. Ability to collect, analyze and develop occupational data relative to filing for federal and institutional certifications.
7. Ability to provide management with technical level of advice regarding federal agency matters and processes.
8. Ability to interpret state and federal rules, regulations and bulletins and convert them into necessary actions for accreditation purposes.
9. Must have strong oral and written communication skills, including proven report writing skills.
10. Extensive computer skills with regular word processing programs (such as Microsoft Office) and various electronic technologies (internet searches, etc.,...).
11. Valid Drivers' License, insurable with TIHP insurance and the position requires travel, as necessary.
12. CPR certified or certified within three months of hire.
13. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.

