

**TOIYABE INDIAN HEALTH  
PROJECT, INC. (TIHP)**

**POSITION DESCRIPTION**

**POSITION:** Chief Executive Officer (CEO)    **SALARY RANGE:** TSS 15 (*negotiable*)  
**WORK STATION:** Bishop    **SUPERVISOR:** TIHP Board of Directors  
**SUPERVISES:** TIHP Health Project Personnel    **EXEMPT**

**POSITION SUMMARY:** The Chief Executive Officer (CEO) has the responsibility of the overall efficient operation of the Health Project assuring that each department/satellite clinic is functioning at top-level performance for the delivery of health care to patients and clients included in Toiyabe service areas. The CEO has the responsibility for the overall of the management of operations and programmatic oversight and financial well-being of the Project and its staff and accountable for all resources and funds. Under the direction of the Board of Directors, provides overall leadership and direction to ensure TIHP achieves its vision, mission, goals and objectives.

**QUALIFICATIONS:**

1. At a minimum, five (5) years of progressive experience in management, administration and supervision, in an executive capacity, within the health care field.  
Experience with human resources management and development and administration of financial management processes and systems, and non-profit management.
2. Master's Degree in Public Health Administration, Public Health, Health Administration, Business Administration, or related health or business field of study or discipline.
3. Valid driver's license and insurable with TIHP insurance.
4. Must be CPR certified or certified within three months of hire.
5. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
6. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

**Knowledge, Skills & Abilities:**

1. Substantial experience in the health care field, ambulatory care, public health, or Indian Health Service (IHS).
2. Skills to obtain and manage grants and contracts.
3. Extensive knowledge of health care with special emphasis on those characteristics prevalent in the Indian community.
4. Knowledge of specific laws, regulations, policies, and proposed legislation having impact on health care delivery systems, especially those related to Indian Health Services (i.e., P.L. 93-638, 94-437, as amended, etc.).
5. Knowledge of various public and private resources existing for the delivery of quality health care, and skills in identifying and mobilizing those resources to the advantage of the corporation.
6. Knowledge of personnel management, labor relations, professional development, and recruitment / retention.

7. Knowledge of information technology systems and their application to health care organizations.
8. Knowledge of principles, methods, and techniques of administration, financial management, strategic planning, marketing, and program development.
9. Knowledge of the principles and practices of management and fund accounting, finance, and business administration. Skills in the development, preparation, and control of budgets.

## **DUTIES & RESPONSIBILITIES:**

1. Assume overall administrative responsibility and authority for the development and maintenance of the Project, including personnel, procurement, property control, planning and fiscal management.
2. Evaluates the objectives of TIHP from an operational perspective and in light of the changing health care delivery environment, making appropriate recommendations to the board of directors concerning changes that may be needed.
3. Represents TIHP in a professional manner upholding all principles of confidentiality adhering to all ethical behavior standards; and, modeling and setting TIHP's business culture and values.
4. Supervises the senior management team including the COO, CFO, Human Resource Manager, and other senior management and department directors / managers.
5. Works with the management team to ensure the annual review of employee performance evaluations are conducted.
6. Ensures the implementation of TIHP policies, including the enforcement of personnel action pursuant to personnel policies.
7. Implements Project strategic goals and objectives, review implementation of plans, project activities, and expected outcomes.
8. Researches the feasibility of developing new programs or offering expanded services through the health center.
9. Prepares and presents monthly reports to the TIHP Board of Directors and keeps the Board well informed of all relevant Project activities and financial matters.
10. Develops and maintains working relationships with health and health-related service area agencies on local, state and federal levels.
11. Works in conjunction with the senior leadership to provide direction to formulate long and short-range plans to update the existing Indian health care needs and health care resources within the communities.
12. In coordination with the COO, CFO and appropriate Department directors / managers, shall direct the formulation of yearly budgets, administers funds and ensures that the

13. Develops, revises and recommends and enforces TIHP policies.
14. Responsible for the hiring and firing of all personnel involved in the operation of the Project.
15. Works with the COO, CFO and Department directors / managers to expand services and programs by seeking new sources of revenue.
16. Works directly with the CFO to provide financial reports to include financial statements, budget preparation, monitoring, billing / revenue cycle activities; and, to prepare and present an annual budget.
17. Attends meetings/seminars for improving the TIHP performance, by relaying information back to TIHP and working on the development and implementation of new and innovative services.
18. Acts as a vehicle for public relations in informing the communities of services and goals of the Project.
19. Performs other duties as deemed necessary by the Board of Directors.

TIHP – Position Description  
*Chief Executive Officer*  
*(TIHP Board proposed: 5/1/18)*