

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: November 7, 2023

CLOSING DATE: November 21, 2023

PENOBSCOT NATION HEALTH DEPARTMENT ASSISTANT DIRECTOR

JOB STATUS:

ASSISTANT DIRECTOR

Career Field: Director

Pay Range: \$26.18 – \$39.92 per hr.

Category: A

Status/Term: Exempt, Full-time

LOCATION:

Penobscot Nation

Health Department

Classification: Full-time, Regular

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

A Bachelor's Degree in Public Health, Business Administration, Healthcare Administration, Nursing, or a related field is required. Master's Degree preferred.

A minimum of three (3) years' experience in a health facility or community care setting in supervisory or management capacity is required.

Demonstrates knowledge of federal and state contracting laws regarding healthcare and American Indian health.

Incumbent must possess: proposal writing skills, computer proficiency, management and supervision experience, ability to travel, and a strong competency in community and individual relationship building. Experience in accounting, bookkeeping, 3rd party billing, and supervision.

Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures. Indian Preference will be adhered to in accordance with Penobscot Nation's personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Assistant Director

Department: Penobscot Nation Health Department

Reports To: Department Director

Rate of Pay/Category: \$26.18 - \$39.92 / Directors A

Status/Term: Exempt, Full-time

JOB SUMMARY:

The Assistant Director assists the Health Director in the administration of the Health Department according to the priorities established by the Tribal Chief and Council and in accordance with the terms of the Indian Health Service Title V Compact and various grants and contracts. For the Administration program, the Assistant Director will direct the formulation of goals, objectives, strategies, programs and budgets and oversee the coordination of work schedules and ensures efficient team management and development, program delivery, evaluation and quality control of all activities.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Supervises the Medical Records Technician, Referral/Insurance Coordinator, Patient Intake Specialists, Billing Tech, Purchased and Referred Care Specialist, and other Administrative staff as appropriate and completes yearly performance evaluations for these staff.
- Completes day-to-day activities in the absence of the Director and may represent the Director and/or the Health Department before local, state, or national public health agencies.
- Receives, routes, and keep files on all departmental correspondence; to include contract/compact correspondence.
- Maximize efficiency of the department, especially as it relates to Revenue Cycle functions.
- Participates in the analysis of data to determine trends, health problems, environmental health hazards, and social and economic conditions that negatively impact the community's health.
- Respond to audit findings and develop Corrective Action Plans as appropriate.
- Completes, audits, and tracks all provider credentialing.
- Tracks and monitors provider licensing, privileging and continuing education as needed.
- Provides personnel department with copies of personnel evaluations, status change forms, and other appropriate information as needed.
- Generates necessary paperwork and obtain signatures for payroll or status/changes for departmental employees.
- Arranges for and attend staff meetings as requested by the Director. Prepares agendas and record minutes. Arranges for meeting rooms as needed.
- Cross Trained in PRC functions and 3rd party billing.
- Coordinates initial gathering of information for complaints and appeals for the Director.
- Conducts new employee orientation to administrative departmental procedures.

- Liaison between staff and Tribal Maintenance Department to keep the health building in good operating condition.
- Coordinates all travel for departmental employees. Maintains a travel calendar for all employees.
- Updates and maintains elements of the Policies and Procedures Manual in cooperation with the administrative staff.
- Completes day-to-day activities of the Accounting Technician during any absence(s).
- Maintains departmental key file and arranges for locksmith services as needed.
- Tracks and coordinates all applicable subcontract renewals.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

A Bachelor's Degree in Public Health, Business Administration, Healthcare Administration, Nursing, or a related field is required. Master's Degree preferred.

A minimum of three (3) years' experience in a health facility or community care setting in supervisory or management capacity is required.

Demonstrates knowledge of federal and state contracting laws regarding healthcare and American Indian health.

Incumbent must possess: proposal writing skills, computer proficiency, management and supervision experience, ability to travel, and a strong competency in community and individual relationship building. Experience in accounting, bookkeeping, 3rd party billing, and supervision.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

A Bachelor's Degree in Public Health, Business Administration, Healthcare Administration, Nursing, or a related field is required. Master's Degree preferred.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Must be able to sit for long periods of time, extended use of hands and fingers, meet minimum vision requirements, lift minimum of 25 lbs.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request