

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



**Penobscot Nation
Human Resources**
12 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

JOB ANNOUNCEMENT

Opening Date: January 1st, 2025

Closing Date: Until Filled

Position: Assistant Director of Health Department

Department: Health Department

Reports To: Director

Pay Range: \$28.94 - \$44.14

Status/Term: Full-time, Exempt

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a highly skilled and motivated Assistant Director for the Health Department to support the Health Director in administering the department's programs and services. This role involves executing priorities set by the Tribal Chief and Council in alignment with the Indian Health Service Title V Compact, as well as managing various grants and contracts. The Assistant Director will lead the formulation of goals, objectives, strategies, programs, and budgets for the Administration program. Key responsibilities include coordinating work schedules, ensuring efficient team management and development, overseeing program delivery, and evaluating and maintaining quality control of all activities. The ideal candidate will demonstrate strong leadership abilities, organizational skills, and a commitment to advancing the health and well-being of the Penobscot Nation.

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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.

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.

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- 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.
- Interacts professionally and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the employee handbook.
- Performs other duties as assigned.

Physical Demands/Conditions/Requirements:

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.

How to Apply:

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at www.penobscotnation.org.
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.

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- - Submit completed applications and résumés along with certifications to Human.Resources@penobscotnation.org.
- - For additional information, call (207) 817-7306 or email Human.Resources@penobscotnation.org.

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.