



Executive Director (ED)

Supervised by: Executive Board of Directors

Location: Pierre, SD or Sioux Falls, SD

Status: Full-time (Exempt)

Salary: Base on experience

SDUIH OVERVIEW:

The South Dakota Urban Indian Health, Inc. is a non-profit corporation that consists of two full-time primary care clinics with integrated Behavioral Health services, and is part of a comprehensive health care organization reporting to the IHS in Aberdeen.

When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical, behavioral health, and cultural health teams, you'll improve the health and wellness of our patients and positively impact the health of our community.

SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25, 000.00 employees can purchase additional
- Sick leave of 40 hours per year
- PTO accrued at the rate of 5 hours each pay period
- Short-Term and Long-Term Disability provided by SDUIH
- 11 paid holidays each year
- Participation in a 401 (K) with a company match of 100% the first 4% the employee contributes
- Wellness Days

POSITION SUMMARY:

The Executive Director for the organization, reports directly to the Board of Directors, and takes primary responsibility for organizational design and management, policies and procedures, strategic planning, project development and maintaining/increasing financial security and support. The Executive Director is advised by the Board of Directors to administer and enforce the agency's mission. The ED is knowledgeable and experienced with Urban Indian Programs and current public health care issues.

QUALIFICATIONS – Knowledge, Skills and Ability

1. Must have a four-year degree in public health, health administration, or related discipline appropriate to the position and a minimum of five years of specialized health related or non-profit experience or an equivalent of at least ten years of specialized experience (or equivalent combination of education and experience).
2. Ability to handle crisis, maintain confidentiality and tolerate stress professionally.
3. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
4. Experience with Urban Indian Programs preferred.
5. Experience with writing and managing grants, and securing funding resources.
6. Must be willing to travel in state and out-of-state.
7. Must be able to meet bonding status.
8. Pass a federal background check. Must not have any felony convictions.
9. Be eligible to provide Indian Preference documentation.

Knowledge of:

1. Familiarity and experience working with the Native American Community at a local, State and national level; Respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as ability to work with other racially, culturally, and ethnically diverse populations.
2. Federal draw-downs, expenditure requirements and audit protocols.
3. Complex public health concepts, principles and practices of health care administration.
4. Indian Health Service Title V and Grant programs, regulations and contracting requirements.
5. Strategic planning concepts, principles and practices.
6. Sound financial concepts, principles and practices for fiscal integrity, growth and accountability.

SKILLS AND ABILITY TO:

1. Maintain confidentiality.
2. Communicate orally and in writing and work effectively with the Board of Directors and follow oral and written instructions and directions.
3. Administer two health care facilities, supervise and mentor staff and manage program budgets.
4. Analyze organizational, budget projection, computer systems and operational challenges and develop timely and economical solutions.
5. Communicate with individuals of different managerial, economic, cultural, ethnic and educational backgrounds.
6. Research, analyze and prepare grant applications to secure funding stability.
7. Secure and maintain physical buildings to meet the needs of patients and program staff.
8. Meet timelines for contract/grant reports, tax reports and corporate reports.
9. Public speaking and presentation skills. Public relations skills. Public policy skills

RESPONSIBILITIES AND DUTIES:

1. Administer and enforce the South Dakota Urban Indian Health mission and is responsible for the overall operations of a complex Urban (Title V) Indian health care organization.
2. Provide ongoing support to the Board of Directors in order to effectively carry out their duties and responsibilities. Foster healthy relationships between the Board and all its constituents through routine committee and full board meetings, annual strategic planning retreats, community engagement activities and other opportunities.
3. Develop and foster a healthy organizational culture, including routine presence onsite at all locations to meet with staff at all levels.
4. Foster positive external community relationships with constituents, business partners, and policy makers at a local, state, and national level.
5. Dispense advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with funding resources, established policies and Board approval.
6. Develop program improvements and modifications to meet the needs and achieve the goals and objectives of the organization.
7. Plan, coordinate and control the daily operation of the organization through the organization's department managers/program leads.
8. Meet with members of the general public, press and community groups on matters relevant to the organization; responsible for inter-governmental relations with federal, tribal, state and city and other community organizations to resolve concerns, answer questions and/or problems and present programs and information.
9. Manage and direct fiscal personnel and resources and take appropriate actions to prevent deficiencies. Thoroughly monitor terms for allocations and limits of all funding sources.
10. Ensure the organization is fiscally responsible and secure sufficient program funding to maintain current level of care and continue to research and obtain outside funding sources to build and improve the organization's services and staff.
11. Oversee monthly, quarterly and annual reports and ensure the organization is not delinquent in filing federal, state, or corporate reports.
12. Update/maintain the Manual of Procedures, Corporate documents, etc. Review operating results of the organization, compare them to established objectives, and take steps to ensure that appropriate measures are taken to correct unsatisfactory results. Prepare and present results as required by the Board of Director's, Indian Health Service, Federal, State and local requirements.
13. Establish and maintain an effective system of communications throughout the organization.
14. Perform other duties as may be assigned.
15. Ability to maintain a flexible work schedule including evenings and weekends.

STANDARD REPORTING REQUIREMENTS:

1. Monthly director's reports for Title V Contract, 4 in 1 Grant, Diabetes Grant and any other funding sources contributing to the organization.
2. Report to the Board of Directors.
3. Annual GPRA and GPRAMA to IHS Urban Indian Health Program Headquarters and Aberdeen Area Office.
4. Annual IHS Diabetes Audit Report.
5. Annual 4 in 1 Grant Report.
6. AAAHC Accreditation Review.
7. Annual IHS on-site review.
8. Provide essential communications formally and informally as needed, including regular contact with the board chair and committee chairs to establish meaningful meeting criteria, create agendas, and provide supporting documentation.
9. Provide monthly financial reports and annual financial audits.

DECISION-MAKING AUTHORITY:

Make day-to-day operational decisions in keeping with general Board of Directors policies and directions. Oversee program expenditures and purchases and ensure fiscal accountability. Supervise multiple program areas and staff, conduct staff hiring and performance appraisals.

Develop, implement and interpret policies and procedures and clarify laws and identify non-compliance with state and federal regulations that relate to the organization.

Determine quality control program standards are met and implement changes to correct problems to ensure program compliance.

LICENSE AND CERTIFICATIONS:

1. Bondable.

How to Apply:

Interested individual should email their resume and a completed application to SDUIHBOD@gmail.com Applications can be found at <https://sduih.org/careers/>.

INDIAN PREFERENCE In accordance to IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.