

Provide summary and recommend action to President. Assists with implementation of corrective action as directed by the President.

#5 - (15%) Attend and actively participate in administrative activities such as meetings, conferences, task forces, committees, and other group processes. Participation may include non-SEARHC activities, state-wide activities, or national activities. Attendance may be as the representative for the President.

II. REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

(A) What minimum level of education is ordinarily required to handle the key responsibilities of this job? Briefly state how it is used in this position.

Masters degree in Health Administration or Business Administration. The incumbent would be required to possess the academic skills to understand, communicate, analyze, research, and develop necessary health programs, position papers, economic and policy analysis financial statements and in depth research projects and papers.

(B) Is a special course of training required to qualify for this job?
 NO

What type of experience would ordinarily be required to perform in this job at a beginning level? How long would it take to gain this experience?

Three years of demonstrated progressive administrative responsibilities and experience which includes: High level working knowledge of budget and financial processes, word processing and spreadsheet applications; In-depth working knowledge of/with Native American programs or agencies; Substantial level of reading, understanding, and interpreting Federal and/or State rules, regulations, and laws; Active participation on local, regional, state, or national task forces or committees.

III. KNOWLEDGE, SKILLS, and ABILITIES:

Describe the type and level of knowledge and ability required to perform acceptable work in this job. These must be required on a regular basis. DO NOT list and employees personal credentials unless required by the job.

Proficient knowledge and ability to understand and the processes of health administration. High knowledge of health care delivery systems. Substantial ability and skill to read and understand Federal regulations and/or laws relating to the Consortium. High knowledge of the regulations and laws

pertaining to Indian health programs. High level ability to define health care objectives with in administrative requirements. Very high ability/knowledge to analyze and understand the financial, legal, economic, political and ethical relationships of a health program decision. Substantial knowledge of health problems of Native Americans and the health service delivery program for Native Americans. High ability to communicate in a clear and concise manner. Very high level of knowledge of SEARHC operations and high ability to represent the Vice President, Hospital Operations at local, regional, state or national meetings or conference's processing and spreadsheet applications.

Identify the three most important applied job skills required to effectively perform in this job.

Proficient and high level of skill for effective written and oral communications; Substantial level of health systems analysis and problem solving skills; High skill in use of computer applications, especially word processing and spreadsheet applications.

IV. DECISION MAKING/PROBLEM-SOLVING

Describe the major decisions and problems that can occur in this job and who and what the decisions affect.

Major decisions are made as to content of budget reports and the recommendations to the President. These decisions affect SEARHC staff, patients, SEARHC programs, and SEARHC expenditures. Improper decisions could result in unnecessary shifting of funds, lack of funds, and funds placed into wrong accounts.

Decisions made to recommend the use of various approaches to address problems can affect SEARHC Governing Body, SEARHC employees, and patients, improper decisions could result in unnecessary shifting of funds, wrong administrative or policy decisions/actions, and wrong information for Governing Body.

Decisions made to recommend the use of various approaches to address problems can affect SEARHC staff at all levels. Insufficient participation may invalidate and action causing delay.

Using the decisions/problems described above, describe how these decisions are reached or problems solved and how closely the results are reviewed by your manager.

Decisions are reached through independent thought as well as consultation with fellow workers and supervisor. Most written reports are reviewed by

supervisor. Most written reports are submitted in completed form to supervisor for review and/or action. Interim reports are submitted based on employee judgment. Most group processes are independent of supervisor but general reports are given as appropriate.

V. RESPONSIBILITY FOR CONTACTS

Job or persons contacted	Purpose of Contact	Frequency in Normal Duties
SEARHC staff, Executive Staff	Provide/receive data or information for action or interpretation. Provide consultation and/or recommendation for budget/administrative concerns. Recommend actions for solutions.	Frequent
Finance Director Finance Staff	Exchange budget and financial data, discuss, coordinate, and implement action for budget and financial transactions. Discuss, comment, evaluate and implement action for financial/budget problems.	Frequent
IHS / State / PHS Health Corps / ANTHC Tribes	Give/receive data or interpretation. Create and implement solutions to health service problems. Consult and recommend strategies pertaining to health problems and activities. Establish meetings and develop common plans of action.	Frequent
Patients or Public, Board Members	Investigate, resolve, and respond to complaints, concerns, or inquiries.	Frequent

Most of the above contacts are made independently and enable the employee to continue progress on projects and or duties.

VI. MANAGEMENT SPAN AND CONTROL

Does this job supervise others? NO

VII. SUPERVISORY CONTROL

Works independently with a large latitude for decision making with general guidance from the President.