

## **Sacred Circle Healthcare**

**Position:** Health Clinic Director

**Salary:** DOE

**Work schedule:** Full-time

**Location:** Salt Lake City, UT

Open until filled

### **Job Description**

Sacred Circle Healthcare Clinic (Clinic) is a health division of the Confederated Tribes of the Goshute Reservation (Goshutes). The Clinic provides comprehensive out-patient healthcare services that include: Family medicine/primary care, immunization, on-site pharmacy, acute illnesses and injuries, pain management, dental, behavioral health, and more.

The Health Clinic Director will work in concert with the Sacred Circle Board of Directors and Goshute Business Council to:

- Provide day-to-day Clinic management; ensuring that the highest standard of care and services are provided.
- Supervise Clinic staff and monitor staff activities and performance evaluations.
- Plan and implement overall health care policies, systems, and priorities.
- Design and implement health programs to provide comprehensive and relevant health care services.
- With the Finance Director, develop and monitor the Clinic budget.
- Manage health care grants and contracts; completing all required reports and paperwork in a timely manner.
- Assist in the Development of the long-term development plan and annual plan of operations.
- Develop program work plans, evaluation procedures, and assess program performance on a monthly, quarterly, and annual basis.
- Initiate innovative program improvements and modifications to achieve the Clinic's goals and objectives.

- Foster relationships within the community and maintains communication with other tribal and health programs and health agencies/clinics.
- Develop, evaluate, and adjust organizational positions so staffing structures and management systems accomplish the mission.
- Develop monthly report for the Sacred Circle Board of Directors and the Goshute Business Council and other briefs, reports, memorandum as requested.
- Assess, develops, and implements culturally relevant treatment/care and relevant education.
- Accept new responsibilities and duties as directed by the Sacred Circle Board of Directors and the Goshute Business Council.

**Knowledge, Skills, and Abilities**

Experience working in a healthcare or clinical position preferred.

Knowledge and/or experience working with American Indians required.

Must possess knowledge and experience of laws, rules, and regulations related to the Indian Self Determination Act, Indian Health Services and the Indian Healthcare Improvement Act.

Must be able to effectively problem solve, prioritize, and meet multiple demands of the job.

Ability to communicate clearly and effectively, both written and verbal.

Ability to lead, supervise, inspire, motivate, and develop staff.

**Qualifications**

Must possess a master’s degree or higher in Health Services Administration or related health field and a minimum of five years of experience in the administration, supervision, and management of health care programs and services.

Drug testing may be required.

Must possess a current valid Utah Driver’s License.

Must be able to pass background investigation.

Preference may be given to qualified Indian applicants who possess the minimum qualifications for the position.

“Sacred Circle Healthcare and the Confederated Tribe of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native applicants.”  
Please submit your resume and completed application to: [jobs@schc.net](mailto:jobs@schc.net)