



Albuquerque Area Indian Health Board Inc.

Tóhajiilee Band of Navajos * Jicarilla Apache Nation * Mescalero Apache Tribe
Ramah Band of Navajos * Southern Ute Indian Tribe * Ute Mountain Ute Tribe

Job Posting

The Albuquerque Area Indian Health Board (AAIHB) advocates on behalf of American Indians through the delivery of quality health care services, which honor spiritual and cultural values.

The Board of Directors (BOD) of the organization has released the attached Executive Director job description. This job posting is open through July 19, 2019, 5 P.M., MDT. The Board will consider qualified applicants from both internal (employees) and external sources.

Qualified, interested internal and external candidates are requested to submit a letter of interest, outlining professional and personal strengths aligned with the requirements of the position, and a current resumé to the following address or email address:

AAIHB
Attention: Human Resources
7001 Prospect Place NE
Albuquerque, NM 87110

Or email : kbarton@aaih.org

POSITION: Executive Director

REPORTS TO: Board of Directors of the Albuquerque Area Indian Health Board, Inc. (AAIHB)

FLSA STATUS: Exempt, Full-Time

SUPERVISION EXERCISED: Tribal EpiCenter Director, AAIHB Program Managers, Human Resources, Network Administrator, and Finance Director.

GENERAL DESCRIPTION: The Executive Director plans, organizes, directs and monitors the day-to-day operations of the Albuquerque Area Indian Health Board. The Executive Director implements the organizational mission, goals, and objectives as identified by the Board in accordance with policies of operation established by the Board. The Executive Director has overall responsibility for the financial management of AAIHB including compliance with all fiscal requirements of contracts, grants and completion of annual audits. The Executive Director is responsible for securing funding for the continuation and expansion of existing programs and for the implementation of new programs to address health priorities determined by the AAIHB Board of Directors. Members of the Board include a representative from the following tribes: Ute Mountain Ute, Southern Ute, Mescalero Apache, Jicarilla Apache Nation, Ramah Band of Navajos and To'Hajiilee Band of Navajos. The Executive Director provides information and updates to the Board on a wide array of health related issues specific to the American Indian/Alaska Native people. The Executive Director, when directed by the Board, represents the Board at national, regional, and local meetings. The Executive Director serves as liaison between the AAIHB and the Indian Health Service and other federal agencies.

MAJOR DUTIES:

- Plans, directs, and evaluates the administration of grants and contracts from various funding agencies.
- Provides leadership in the overall management of AAIHB day-to-day activities. Keeps current on legislative issues, regulations, procedures, policies and matters pertinent to the programs for their effectiveness in serving the mission and goals of AAIHB.
- Seeks and pursues grant opportunities, funding opportunities or other resources to assist the AAIHB in full development of health projects.
- Locates and obtains funds to supplement AAIHB program budgets.
- Ensures that the organization's financial resources are properly managed.
- Develops and prepares proposal applications and assists with continuation proposals of grants and contracts.
- Directs the dissemination of health-related information to Tribes and/or organizations.
- Oversees and monitors organizational budgets and maintains standards for prudent financial expenditures consistent with Board policies, applicable laws and regulations.

- Carries overall responsibility to ensure legal obligations and operational compliance of the organization with federal, state and local laws governing activities of AAIHB, and non-profit requirements, including 501(c) 3 are met.
- Understands the U.S. Congressional budget and appropriations processes.
- Maintains relationships with New Mexico and Colorado congressional delegations.
- Authorizes acquisitions, obligations, and expenditures as authorized by the Board.
- Ensures AAIHB research activities are in compliance with human subject's protection.
- Develops organizational and administrative policies for Board consideration and approval.
- Oversees the recruitment, hiring, development, promotion, evaluation, retention and termination of employees.
- Supervises and evaluates employee performance and maintains appropriate employee compensation in accordance with the policies established by the Board of Directors.
- Works with Human Resources on staff development plans, employee benefits, and employment policies and procedures.
- Meets regularly with staff to discuss changes, organization direction, and activities.
- Ensures personnel policies and procedures are followed and in place. Advocates high standards of work performance, personal conduct and productivity.
- Addresses in a timely manner, performance or conduct or ethics or teamwork or similar issues toward improvement or correction.
- Periodically analyzes and evaluates progress towards accomplishing annual goals set for the organization.
- Reviews data necessary for individual program planning and development.
- Works with program managers in developing short and long range plans for each program.
- Provides health board training and organizational planning.
- Provides direction and oversight in matters of information systems technology.
- Enhances public relations and contracts with consultants as needed.

Board of Directors:

- Prepares monthly reports to the Board identifying accomplishments, including financial statements of program operations.
- Works closely with the Chairperson and other members of the Board of Directors and keeps the Board informed of:
 - Effectiveness of the organization programs
 - Plans for achieving organization goals and objectives
 - Financial status and plans.
 - Issues which may affect organizational efforts
- Provides assistance to the Board in reassessing the organization's mission, strategic plan, and annual operating and capital budgets.
- Maintains an effective working relationship with and accountability to the Board.
- Coordinates Board of Director meetings.
- Plans and participates in the orientation and training of Board members.

Community Relations:

- Establishes and maintains contact with community health staff and tribal leaders. Implements plans to reach and serve communities.
- Travels to tribal communities for on-site visits to determine professional team needs and how AAIHB can provide improved services.
- Maintains cooperative relations with Indian tribes, IHS service providers and/or supportive agencies and organizations in the field of health related activities.
- Represents the AAIHB among agencies and organizations of the health network and at appropriate functions.
- Coordinates the organization's communication with governmental officials on various matters and presents the organization's viewpoint on legislative matters.

KNOWLEDGE REQUIREMENTS:

- Experience in administrative, professional, or technical work; possess knowledge of management practices and administrative processes
- Experience in working with Boards and committees, preferably Tribal entities.
- Ability to exercise mature judgment and possess technical analytical ability.
- Specialized experience in performing supervision and program management

- Ability to work with Board of Directors to plan and implement program policies, activities, and provide support to the Board to carry out its governance role.
- Proven leadership skills including management and leadership of health organizations that serve Native American communities, or comparable experience.
- Understands government to government relationships, MOA and MOU process, and the importance of Tribal Consultation in dealing with state and federal agencies, University partners and other health systems.
- Experience in demonstrating critical thinking, problem solving, and creativity in the management and leadership of health or similar organization.
- Demonstrated knowledge of computer and related information technology.
- Ability to effectively communicate with State, Federal, and Tribal agencies.
- Proven ability to write effective grants and contract proposals. Experience in overseeing and managing diverse funding streams.
- Exhibit strong skills in interpersonal communication, public speaking, writing, and effective media relations.
- Direct experience working for or with a tribal health program; advocacy skills, and experience with tribal health.
- Knowledge of pertinent Indian health care legislation, regulations and policies.
- Demonstrates cultural competence by work experience for awareness, attitude, knowledge and skills about values and beliefs of southwest (27 tribes) indigenous peoples and LGBTQ community in order to avoid anti-oppression and use social justice approach.
- Encourages creative tension and difference of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
- Understands and keeps up to date on local, national, and international policies and trends that affect the federal, tribal and state government to government relations for a P.L. 93-638 501(c3) organization and shape stakeholders' views; is aware of the organization's impact on tribal and the external environment.
- Builds and maintains partnerships with external agencies such as Indian Health Service Albuquerque Area Office, State Departments of Health (CO and NM) and academic institutions, i.e., University of New Mexico.

QUALIFICATIONS:

- MPH, MBA or MPA required; professional health degree with five years of experience in a health-related field and at least three years of general experience.
- High level communication skills, both written and oral, including public presentations.
- Strong interpersonal and human relations skills.
- Strong motivational and team building skills
- Strong leadership skills.
- Experience working with the tribes of the Southwest.
- Must be bondable.
- Completion of background investigation is required.
- Able to operate a motor vehicle and have a valid State driver's license.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is normally performed in a typical interior/office work environment.
- Talk, listen, sit for an extended period of time, stand; use hands to carry or lift objects, equipment, controls and reach with arms and hands.
- Noise level is minimal.
- Travel including overnight stays as needed.
- Drive company-leased vehicle.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption under Title VII of the Civil Rights Act of 1964.