



American Indian Health and Family Services
Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

EMPLOYMENT OPPORTUNITY EXECUTIVE DIRECTOR

Agency: American Indian Health and Family Services (AIHFS) of Southeastern Michigan, Inc.

Reports To: Board of Directors

FLSA Status: Full-time, exempt

Salary Level: Negotiable, based on education/experience; medical benefits, generous personal leave and vacation package

Organization Overview: American Indian Health and Family Services of Southeastern Michigan – Minobinmaadziwin (AIHFS) is a non-profit urban Indian health center. AIHFS provides quality, culturally appropriate, ambulatory health care, as well as comprehensive diabetes and other chronic condition treatment, management and prevention services. In addition to integrated behavioral health care, traditional behavioral health services, and outpatient recovery services, AIHFS also provides youth and families with health education and prevention services that are rooted in culturally traditional healing principles and integrated in evidence-based practice.

AIHFS receives funding from Indian Health Services and the U.S. Department of Health and Human Services. However, AIHFS relies greatly on third-party revenue and private donations to provide much-needed services to the community. AIHFS is an intimate, yet highly professional facility that is committed to a participatory style of management in order to provide innovative and high quality services.

If you are self-directed, creative and aspire to the highest standard of professional integrity, then a career with AIHFS is for you. AIHFS is dedicated to nurturing a career lifestyle that upholds professional development rather than job duties. We honor and stand for upholding the dignity and personal development of staff as well as those we serve.

Position Summary: Give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives of the Title V Urban Indian Healthcare and Family Services Organization as authorized by the governing board. The Executive Director (ED) works collaboratively with the board president to support the board of directors in its governance function. The ED is responsible for executing activities and fiscal management of the Urban Indian Health Title V contract for: ambulatory healthcare; community health promotion and disease prevention education; behavioral health and substance abuse services; and, youth health education programs. The ED performs the following duties personally or through subordinate associate directors and/or department managers:

Essential Duties and Responsibilities:

- Organizes and develops program planning to address identified problems in specific urban Indian healthcare, mental health, and ATOD prevention services for children and youth and their families in accordance with Indian Health Service (IHS) and other granting agency guidelines.
- Directs 4-6 subordinates who are responsible for 45-plus employees, contractors, Interns and volunteers in administration, medical, substance abuse, mental health and health education programming.
- Advises partner health and welfare agencies in planning and providing services based on community surveys and analyses.
- Prepares and releases reports, studies, and publications to promote public understanding of and support for community programs.
- Responsible for the overall direction, implementation, and evaluation of services.
- Organizes and directs campaign for solicitation of funds.
- Directs hiring and training of personnel.
- Plans, coordinates, and controls the daily operation of the organization through the organization's department directors and program coordinators.
- Establishes current and long-range goals, objectives, plans and policies, subject to approval by the Board of Directors.
- Dispenses advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with funding resources, established policies and Board approval.
- Meets with organization's associate directors/department managers to ensure that operations are being executed in accordance with the organization's policies.
- Oversees the adequacy and soundness of the organization's financial structure.
- Collaborates with the Board of Directors to oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation.
- Reviews operating results of the organization, compares them to established objectives, and takes 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.
- Plans and directs all investigations and negotiations pertaining to mergers, joint ventures, the acquisition of businesses, or the sale of major assets with approval of the Board of Directors.
- Establishes and maintains an effective system of communications throughout the organization.
- Represents the organization with major customers, shareholders, the financial community, and the public.
- Must be able to travel frequently.

Supervisory Responsibilities: Direct 4-6 Clinical and Program Directors who are responsible for 45-plus employees, contractors, Interns and volunteers in administration, medical services, behavioral health, substance abuse and health education programming. The ED is responsible for the overall direction, implementation and evaluation of these services. The ED carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities

include: procuring, interviewing, hiring, training (if applicable) of mid-level managers, contractors and/or consultants; planning, assigning and directing work-plan objectives; appraising performance; rewarding and disciplining mid-level management; and, addressing complaints and resolving problems.

Education/Experience/Certificates/Credentials:

Master's degree from an accredited college or university and a minimum of 2 years experience in the administration of health or human services. Current MI driver's license. Other credentials or licenses must be kept current and consistent with State regulations.

Other Qualifications: 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. Additionally, the qualified candidate will:

- Ensure organization exemplifies excellent customer service with patients, visitors, and employees; show courtesy, friendliness, helpfulness, and respect.
- Ensure organization consistently demonstrates respect for the capabilities, different cultures and/or personalities of internal and external customers.
- Maintain and ensure patient privacy and confidentiality as required by HIPAA and other applicable laws.

How to apply: Deadline for applicants is 5 p.m., January 3, 2012. Send cover letter (include the position you are applying for, a summary of your skills and qualifications for position), minimum salary requirement, resume and a list of three professional references with contact information to:

Email: hr.ed@aihfs.org

Mail: American Indian Health and Family Services of Southeastern Michigan, Inc.

Attn: HR

P.O. Box 810

Dearborn, MI 48121

Fax: (313) 846-0150

No recruiters or phone calls, please. Only applicants being considered for interviews will be contacted

American Indian Health and Family Services of Southeastern Michigan, Inc. is an equal opportunity employer committed to a diverse, multicultural work environment. Preference in hiring is given to qualified Native Americans in accordance within the scope of the Indian Preference Act (Title 25, US Code); all applicants will receive equal consideration. All potential hires are subject to a criminal background investigation and must pass drug and alcohol testing upon employment and random testing during the course of employment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.