Chugachmiut
Position Description

POSITION: CHAP Manager
DIVISION: Health Operations
SUPERVISOR: Health Operations Division Director
LOCATION: Seward
JOB CLASS: Professional
SALARY RANGE: DOE
FLSA: Exempt

Approved by: **Date:**

Summary

Incumbent will manage, direct and coordinate the Community Health Aide Program (CHAP) in accordance with the Chugachmiut mission, philosophy, policies, and procedures. The CHAP Manager will also make certain the program is in compliance with CHAP and Federal clinic standards to ensure the delivery of quality health care to the residents of Chenega Bay, Nanwalek, Port Graham and Tatitlek.

Essential Duties and Responsibilities

- Develop, prioritize, implement and assess CHAP goals and objectives
- Ensures that all CHAP employees adhere to current Chugachmiut policies and procedures, including but not limited to confidentiality standards, through appropriate orientation and supervision
- Maintains knowledge of current CHAP standards and makes certain CHAP employees perform to the highest standard possible
- Develops, manages and monitors the CHAP annual budget
- Participates in assuring full compliance with grantee and contract agency funding requirements
- Supervises, directly or indirectly, all village Clinic Supervisors, Receptionists and Community Health Aides / Practitioners
- Supervises the Clinician/Instructor in achieving the highest possible training for the CHA/Ps
- Develops teamwork and cooperative relationships within the CHAP program and with other individuals and organizations
- Maintains current standards of clinical practice and valid licensure

General Responsibilities

- Maintains in-depth knowledge of management principles, standards and techniques in accordance with Chugachmiut policies and Federal and State laws and regulations
- Attends required meetings and participates positively

- Represents Chugachmiut CHAP effectively both, with individuals, and in meetings with State, Indian Health Service and other agency officials
- Mediates conflicts not resolved at the local level
- Ensures that each CHAP employee receives opportunity for enhanced education and support to perform job functions at the highest level possible
- Ensures OSHA, HazMat, CLIA, and other regulatory compliance at every level in the Clinics.
- If a licensed mid-level, will need to work one day a week at NSHC in order to maintain clinical competency.
- Completes all necessary reports in a timely manner
- Oversees equipment and supplies are adequate for each Village and within budget.
- Assists in identifying grants pertinent to the CHAP Program
- Participates as a team member within the organization
- Develops and maintains program activities and projects to enhance staff moral and retention.

Qualifications
- Minimum five years administering health services programs with fiscal responsibility and accountability, including budgets, monitoring funds, and experience supervising five or more employees in a health care service setting.
- Advanced Nurse Practitioner, Certified Physician Assistant, CHP, R.N or other qualified health professionals.
- Excellent oral and written communication skills.
- Excellent analytical and problem-solving skills
- Computer experience working with spreadsheet and word processing software programs

Desirable Qualities and abilities
- Experience working with Alaskan village Community Health Aides, Community Health Representatives, or other village health care providers
- Experience in management of health care services contracts and grants
- Experience in RPMS and telemedicine preferred
- Must be innovative and open to new ideas
- Dependable, open, honest, willing to give feedback in a warm and caring way
- Knowledge of (or willing to learn) Continuous Improvement Process (CIP) and utilize as a basis for decision-making.

Work Conditions
Hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. with one hour for lunch, 37.5 hours per week. Chugachmiut maintains a drug, alcohol and tobacco free environment. Frequent travel to remote communities by small aircraft is required.

Native Preference under P.L. 93-638
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Developed and Approved 6/172/05 by the CHAP Over-Site Team