

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

---

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Clinic Administrator  
**Department:** Bad River Health & Wellness Center  
**Hourly Rate:** Negotiable Depending on Qualifications  
**Full Time:** 40 Hours/Week  
**Exempt:** Yes/Salaried  
**Supervisor:** Executive Director  
**Posting Date:** In-House  
**Opens:** June 14, 2024  
**Closes:** June 21, 2024, at 4:30 pm  
**Posting Date:** **Public**  
**Opens:** **June 25, 2024**  
**Closes:** **July 9, 2024, at 4:30 pm**



---

**Summary:** The Clinic Administrator reports to the Executive Director, submits monthly reports to the Health Board and Tribal Council, oversees clinic staff reports, and provides bi-annual financial overviews.

**Essential Duties and Responsibilities:**

- Administrative direction and coordination of policies and programs.
- Development and updating of a Master Health Plan.
- Quality assurance and patient satisfaction surveys.
- Fiscal management and budget monitoring.
- Maintenance of medical records and clinic policies.
- Staff supervision and training.
- Public and customer relations.

**Supervisory Responsibilities:**

- Supervises all clinic staff.
- In the Clinic Administrator's absence, the Assistant Clinic Administrator assumes this role.
- Direct supervision by the Executive Director.
- In the Executive Director's absence, supervision by the Tribal Operations Manager.

**General Duties and Responsibilities:**

- Develop and implement a comprehensive health program.
- Administer a total health care program.
- Enhance program effectiveness in patient care, community health, AODA services, mental health services, dental care, optical services, and pharmaceutical services.
- Develop and revise clinic policies, including medical records and quality assurance.
- Ensure community awareness of health services.

**Specific Duties:**

**Hospital and Nursing Home Care:**

- Collaborate with local hospitals and nursing homes for patient care.
- Maintain and update medical and nursing home privileges.

**Fiscal Duties:**

- Approve and monitor budgets.

- Prepare operational and financial reports.
- Ensure financial accountability, including third-party billing.

**Clinic Operations:**

- Maintain medical records per Indian Health Services standards.
- Develop and update clinic policies.
- Ensure a safe and organized clinic environment.

**Human Resources:**

- Manage clinic staff and ensure quality services.
- Enforce health and safety rules.
- Investigate and correct unsafe conditions.

**Public and Customer Relations:**

- Represent the Bad River Health & Wellness Center positively.
- Adhere to and support all tribal policies and programs.
- Ensure HIPAA compliance.

**Job Demands:**

- Perform standard ambulatory medical service activities.
- Sound judgment and conflict resolution.
- Ability to plan and direct complex situations.

**Environment:**

- Maintain a non-smoking, well-ventilated work area.
- The clinic is a drug-free workplace.

**Job Specifications**

**Education and Experience:**

- Bachelor's degree (Master's preferred) in business, health care management, or public health administration.
- Five years of related administrative and clinic management experience.

**Skills and Abilities:**

- Strong interpersonal, written, and verbal communication skills.
- Familiarity with tribal and county court systems and crisis intervention

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 50 pounds and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)