



# Ninilchik Traditional Council

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Ninilchik, Alaska

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## VACANCY ANNOUNCEMENT

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### TRIBAL HEALTH DIRECTOR

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**ANNOUNCEMENT DATE:** January 21, 2026

**CLOSING DATE:** When Filled

**POSITION TITLE:** Tribal Health Director

**POSITION BEGINS:** When Filled

**POSITION TYPE:** Full Time/Permanent (40 hrs./wk.)

**SALARY:** DOE

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#### **POSITION SUMMARY:**

This position will be accountable to the Ninilchik Traditional Council (NTC) Executive Director for duties and responsibilities associated with the general management and supervision of the health department of the Tribe. The Tribal Health Director is specifically responsible for organizing and supervising all NTC Community Clinics and programs to ensure that effective health services are provided and quality standards are met.

#### **STATEMENT OF DUTIES:**

1. Is responsible for general management and supervision of Tribal health activities; clinical budget and fiscal management and evaluation, assuring the clinical and administrative functions are integrated to provide quality services and optimum utilization of resources in the various clinics.
2. Supervises the implementation of the Tribe's health programs. This includes primary care, behavioral health, outreach, plus health and wellness services.
3. Maintains administrative reports and statistical information on all aspects of the clinics.
4. Prepares and maintains budgets.
5. Attend regular Council meetings.
6. Provides clinical and programmatic leadership for the NTC Community Clinics (NTCCC) to ensure achievement of the Tribal health, developmental, organizational, and performance goals and measures of the Tribe.
7. Is responsible for administering certain NTCCC personnel management functions to include employee relations, scheduling of assignments, training and skills development in accordance with Tribal policies and procedures.
8. Provides direct supervision to the health department supervisors and other health program staff.
9. Formulates, coordinates, maintains, and implements NTCCC policies and procedures in compliance with Tribal, Federal, and State laws and regulations.
10. Develops, proposes, and implements plans for improvement, expansion, and provision of clinical services.
11. Conducts meetings and conferences with health staff to explain work requirements, methods, and procedures as needed. Provides special recommendations on difficult or unique activities and answers technical questions regarding work assignments.
12. Counsels and promotes the growth and development of staff.
13. Assists in grant preparation to maintain clinic funding, including writing, targeting, meeting deadlines for submission and collaborating with the Executive Director and other staff on grant application preparation and submission.
14. Works with Executive Director and other staff on grant reporting requirements, invoicing and submissions as necessary for grant continuation.

15. Approves Department requisitions and forwards to the NTC Administrative Office.
16. Works in collaboration with staff and relevant community agencies and groups, to accomplish objectives and fulfill responsibilities.
17. Works with the Medical Services Personnel and other pertinent staff to maintain health department staff certifications, clinical certifications and/or numbers to include Medicaid, Medicare, CLIA Waiver, Veterans Administration registration, etc.
18. Receives, directs and responds to pertinent health related correspondence of the Tribe.
19. Directs the development and maintenance of the billing system, Contract Health Care Program, Electronic Health Records and expansion of services as funding and logistics permit.
20. Becomes familiarized with the cultural, social, political, geographic, demographic, economic and epidemiological characteristics of the Ninilchik community, and the referral hospitals Alaska Native Medical Center (ANMC), South Peninsula Hospital (SPH) and Central Peninsula General Hospital (CPGH).
21. Assists with development of quality assurance standards to include patient care, client services and clinical facility needs. Monitors compliance with quality assurance standards with reports to the Executive Director and coordinates and attend NTC quarterly Quality Assurance (QA) Committee meetings.
22. Develops and participates in performance improvement activities to advance the quality of patient care.
23. Actively participates on appropriate committees/boards (i.e. Alaska Native Health Board- Tribal Health Director Meetings, NTCCC QA Committee, etc.)
24. Participates in community health education projects as necessary.
25. Serves as the NTC Health Insurance Portability and Accountability Act (HIPAA) Security Officer, acting as a spokesperson and single point of contact for Ninilchik Traditional Council in all issues relating to HIPAA security.
26. Maintains compliance with HIPAA to safeguard the confidentiality of patient records and ascertains that records are released in conformance with rules and regulations of the Indian Health Service (IHS) and the Alaska Area Native Health Service (AANHS) and as required by the Privacy Act (P.L. 93-579).
27. Ensures that necessary and appropriate HIPAA related policies are developed and implemented to safeguard the integrity, confidentiality, and availability of electronic protected health information (ePHI) within Ninilchik Traditional Council
28. Other duties as assigned or directed by the NTC Executive Director or his/her designee.

#### **STATEMENT OF QUALIFICATIONS:**

- Must have Bachelor's degree in Business Administration, Public or Public Health Administration, Nursing, or related field. Master's degree in Business or Public Administration prioritized and preferred.
- Must have a minimum of five (5) years' experience in health care supervisory management with increasing administrative responsibilities. Advanced degree or certificate may be substituted for up to two (2) years of required experience.
- Must have experience assessing clinical and/or medical operations; developing improvements; or designing new work methods and procedures.
- Work experience with the Indian Health Service (IHS), Substance Abuse and Mental Health Services Administration (SAMSHA) and the Health Resources and Services Administration (HRSA).
- Work experience with public and private grant opportunities. Federal, State and Private.
- Must have strong interpersonal skills and strong organizational skills.
- Must be able to interact in a positive manner with Tribal members, Tribal leaders, and other department staff, visitors to the department, and coworkers and supervisors.
- Must have a sensitive, positive attitude, be observant, responsible, confidential, and the ability to communicate effectively.
- Must have the ability to maintain neat and comprehensive records and files.

- Must pass through a criminal background check with acceptable standards of character which includes fingerprinting.
  - Must be able to handle sensitive and highly confidential information in a professional manner and will be required to sign confidentiality agreements.
  - Must have good computer skills with the ability to fluently utilize current technological equipment.
  - Must possess a valid Driver's License and be insurable under a Tribal vehicle insurance policy.
- NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing in the case of cause or accident in accordance with the NTC policies and procedures.

**INDIAN PREFERENCE:**

Indian Preference- In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

**OTHER:**

This position will be under the direct supervision of the NTC Executive Director. This position, as with all NTC positions, is subject to and under the direct authority of the NTC Policies and Procedures. The NTC is an alcohol and drug free workplace, and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to the availability of funds.

**APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council Administration office building located across from the General Store in Ninilchik, 15910 Sterling Hwy., Ninilchik, AK 99639.

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