



Northern Apache County
Special Health Care District

Northern Apache County Special Health Care District Interim Chief Executive Officer

The Organization

The Northern Apache County Special Health Care District (NACSHCD) was established in 1995 pursuant to A.R.S. 48-5501 as an independent political subdivision that exists separately from state or county government. The rationale for its creation was to provide a vehicle for a development of health care services in northern Apache County, a medically underserved, remote part of Arizona.

The registered voters residing within the District approved its creation and its continuing existence by referendum four times since 1995. Additionally, these voters approved the levy of a secondary property tax to support District operations.

The District is not an agency of the State, County, Tribal or the Federal government. The health care services which it provides are not funded by general State, County or Federal government, but rather by a combination of secondary property taxes, fees for services and contributions. On December 23, 2010, the District was reclassified as a public charity described in section 509 (a) (1) and 170 (b) (1) (A) (vi) of the Internal Revenue Code because the District demonstrated that more than one-third of its total support came from diverse public sources and that the services which it provides are responsive to general public needs.

RESPONSIBILITIES OF THE CEO

This position is responsible for the administrative and program development for the provision of a community-oriented primary health care delivery system. Assures the highest quality of care to the patients and oversees business affairs of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership

- Develops and maintains an internal culture that promotes and fosters high standards of ethics and integrity. Serves as a role model promoting passion for the NACSHCD mission, reinforcing organizational values, and encouraging quality and innovation.
- Provides inspirational leadership to a diverse group of staffing by crafting a shared vision, making sure it is clearly communicated, and holding leaders accountable for successful execution.
- Takes responsibility for ongoing assessment to ensure NACSHCD's operations, programs, people, and brand are poised for continued growth and success; to ensure a sustainable model for the future.



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- With an emphasis on diversity and inclusion, attracts, develops, and retains a high performing team of engaged employees.
- Leads an executive team of Managers and Supervisors.

Board of Directors

- Works in partnership with the Board of Directors and Board Chair to support and guide NACHSCD's governance and fiduciary responsibilities.
- Maintains a collaborative relationship with the Board, working to set NACSHCD's strategic direction and policies, enabling the organization to adapt to a constantly changing external health care environment.
- Provides timely updates to the Board to ensure informed and effective decision making.
- Develops agendas for all Board meetings and Committee meetings.
- Leads Board development efforts to ensure optimal Board performance with emphasis on promoting a Board composition representative of the communities and individuals served.

Organizational

- Reviews and analyzes the operation and general management of the organization to determine its effectiveness and makes necessary changes to improve its effectiveness.
- Leads by example, demonstrating belief in NACSHCD's philosophy.
- Fosters an environment that empowers the executive and leadership and leverages the strengths of each team member. Promotes collaboration, trust, and teamwork.
- Cultivates talent for future opportunities - grows talent internally and identifies talent externally to ensure that NACSHCD has a steady stream of diverse future leaders to ensure sustainability.
- Focuses on building, maintaining, and enhancing NACSHCD's technological capacity to nurture growth and efficiency.

Financial

- Directs business operations to make certain revenue, margins, and reinvestment in NACSHCD's business remains strong, so the organization's program objectives are sustainable.
- Provides financial administration consistent with the purpose of the organization and in accordance with sound practices and legal requirements including payroll administration, controlling cash flow, and all other money related areas.



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- Oversees the development of annual operating budgets and associated reporting for the organization; manages budgets within approved guidelines.
- Anticipates financial challenges including but not limited to economic constraint, competition, market, and business trends, shifts in public/private funding, etc.; develops strategies to mitigate and address.
- Oversees development of salary structure, approval of staff job descriptions, and evaluation of staff department heads on an annual basis.
- Provides a required financial statement to the Board of Directors monthly.

Community Engagement

- Serves as a key community leader, championing the mission, vision, and interests of NACSHCD and ensuring it is understood by both internal and external constituencies.
- Builds strategic relationships with vital business, community, and political leaders in the areas served, as well as like-minded non-profits and government entities.
- Acts as the public face and official spokesperson for NACSHCD and is available to the community for speaking engagements, presentations, etc.

Qualities and Requirements

The ideal candidate will be an innovative and inspiring leader with at least 10 years of successful management experience in an organization of comparable or larger size and complexity. They should have a proven track record in an executive leadership role, demonstrating measurable success in leading the development and implementation of programs and initiatives to achieve organizational goals and objectives. As such, the successful candidate will possess the skills, knowledge, and passion to strengthen the organization internally, positioning it for continued success, while promoting it effectively within the community. The CEO's leadership will extend to the broader community NACSHCD serves, enhancing the organization's role as a valued community partner.

- Executive leadership experience in not-for-profit or for-profit health care organization (hospital or clinic) required.
- Experience in many, if not all, CEO functions, including interfacing with diverse Boards, managing a major budgetary function, overseeing contract management and program delivery, and leading public relations initiatives.
- Master's Degree in Healthcare Administration, Business, or related field.
- Mission-driven, focused, passionate, and energetic.
- Team oriented, collaborative, actively seeks others' thoughts, and actively listens.



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- Results-driven and a self-starter, flexible and able to prioritize multiple tasks, set priorities and ensure implementation against deadlines.
- Demonstrated record of maturity, sound judgment, integrity, and adherence to ethical standards.
- Demonstrated ability to build and sustain a diverse and inclusive organization through providing leadership in creating a vision and mission, developing strategies, and implementing action plans.
- Demonstrated ability to effectively lead change, has a commanding and credible public presence coupled with composed demeanor under pressure.
- Demonstrated ability to be visionary, able to think, act and influence others in ways that promote the success of the organization, to inspire and motivate staff and community members and to build a high-performing team.
- Demonstrated ability to initiate, build and sustain productive relationships with multiple and diverse constituencies, both internal and external, including business, civic, and community leaders, government agencies, and the media.
- Demonstrated knowledge of fiscal management principles and procedures, understands the business and financial implications of decisions.
- Demonstrated ability to effectively problem solve, decisive with keen analytical and critical thinking capabilities that support and enable sound decision making.
- Demonstrated record of exceptional communication skills, both verbal and written, to position and promote NACSHCD's mission in a compelling and influencing manner.

Benefits:

- Competitive base pay (Exempt Status)
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off (PTO Accrual)
- Retirement plan (Arizona State Retirement System)
- Vision insurance
- Pharmacy

Send Inquiries:

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