

**Position Title:** Executive Director  
**Job Category:** Administrative/Management  
**Date Posted:** May 18, 2017  
**Date Available:** August 15, 2017  
**Closing Date:** June 15, 2017

**Job Description:**

Camai Community Health Center (“Camai CHC”) seeks a highly motivated and creative professional to provide leadership and management to a well-established Community Health Center as Executive Director. The position reports directly to Camai CHC’s Board of Directors. The Executive Director will provide leadership in the coordination of activities with other public and private programs and various levels of involvement on strategic, operational, and policy activities. The Executive Director will carry out board approved policies and procedures consistent with mission, recruit, retain and supervise staff, develop annual budget, negotiate and execute contracts, and assure compliance with federal and other grant requirements and applicable laws and regulations.

**Practice Highlights:**

Camai CHC is a single-site Community Health Center in the Bristol Bay Borough of Alaska that is seeking an Executive Director to lead a high performing, engaged staff in maintaining high-quality, cost-effective, accessible health care while optimizing improvements associated with health reform. Camai CHC has successfully subsidized care for underserved adults and children since its inception in 2002 with a diverse patient mix that spans from the uninsured to private and commercially insured. If you have a strong desire to participate in the future of health care delivery, make a difference in the community and significantly impact the quality of life of our patients, you will thrive at Camai CHC. We are a frontier clinic serving 1,168 patients and 2,157 annual visits. The clinic is open 5 days per week, provides emergency after-hour care, and is located in beautiful, rural Alaska that is home to the most valuable commercial sockeye salmon fishery in the world.

**Community Highlights**

Bristol Bay Borough is known as the "Red Salmon Capital of the World" as well as the "Gateway to Katmai National Park and Preserve." It is located in Southwestern Alaska at the head of Kvichak (KWEE-jak) Bay, an arm of the larger Bristol Bay. The main feature of the borough's setting is the Naknek River and the cliffs bordering Kvichak Bay. At Naknek and South Naknek, where the cliffs are at their highest and the river is at its widest, the combination of the broad tidal river and the brown cliffs with their crowning greenery, present a truly striking picture. Looking across the river from one community to the other, the towns appear dwarfed by the cliffs on which they are situated.

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**Naknek** - Naknek is located on the north bank of the Naknek River. Naknek has developed over the years as a major Alaska fishery center and center of local government.

**King Salmon** - King Salmon is located on the north bank of the Naknek River, about 15 miles upriver from Naknek. The two communities are connected by the Alaska Peninsula Highway. King Salmon is the regional transportation center, with many airline flights in and out daily. King Salmon is also home to many sport fishing lodges.

**South Naknek** - South Naknek is located on the south bank of the Naknek River. It is a more traditional Alaskan community. It is not connected to the other communities by road, except for a few months when vehicle travel is possible via the winter trail across the frozen Naknek River.

Interested persons should submit a cover letter expressing interest and describing their qualifications for the position, a detailed resume, at least three professional references, a completed application and consent to background checks. E-Mail application materials are preferred and submitted in the form of PDF files. Application materials may be submitted to the address below and must arrive by June 15, 2017.

The Position Description, Application Form, and Consent to Background Checks may be obtained from our website. Completed applications must be received no later than June 15, 2017. Interviews with potential candidates will be scheduled between June 19 and July 3, 2017.

**Mailing Address:** Board Secretary, Linda Halverson  
P.O. Box 281  
Naknek, AK 99633

**E-Mail:** [camaichc@bristolbay.com](mailto:camaichc@bristolbay.com)

**Website:** [www.camaichc.org](http://www.camaichc.org)

**Camai Community Health Center**  
**POSITION DESCRIPTION**

**JOB TITLE:** Executive Director (ED)

**FLSA STATUS:** Exempt

**JOB RELATIONSHIP:**

Hired, supervised and evaluated by the Board of Directors

Supervises: All Camai Community Health Center (“Camai CHC”) staff including but not limited to Finance & HR Manager, Patient Services Manager, Patient Services Specialist, work-study students, temporary summer office assistants and medical staff in coordination with Medical Director.

**JOB SUMMARY:** The ED is responsible for the overall operations of Camai CHC, the application of policies, providing support to the Board of Directors, and providing liaison between the Board and Camai CHC Staff.

**RESPONSIBILITIES and EXPECTATIONS:**

*Strategic Goals*

- Provide leadership, working alongside the Board, in establishing the vision, strategic direction and goals for the organization
- Lead management in the successful implementation of a strategic plan for achieving the Board’s vision and goals

*Executive Leadership*

- Lead the collective efforts of staff in following policy, planning, quality, culture, and organization-wide communication
- Direct and supervise the organization, ensuring the effective oversight of financial and administrative management and systems
- Build the leadership capacity of the organization, ensuring the professional growth of management and working with the Board to plan for leadership succession

*Operational Outcomes*

- Ensure the achievement of goals to meet needs
- Lead and direct the development of a service delivery model that addresses needs
- Ensure that operational systems and policies comply with relevant legislation and regulation and are consistent with Board policy

*Fiscal Oversight*

- Lead the organization’s efforts to build and maintain financial strength, ensuring cost-effective strategies to adjust to the changing economic and financial needs of the organization and protect its financial resources
- Lead the development and successful achievement of annual financial goals articulated in an annual budget approved by the Board of Directors

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- Ensure that financial systems and policy comply with relevant legislation and regulation and are consistent with Board policy
- Ensure that the long-term planning for capital needs, business and information management systems, and capacity growth anticipates and meets the organization's future needs as articulated in the strategic plan
- Ensure compliance and manage all Federal and State Grants and annual audit requirements

### ***Board***

- Develop and maintain a strong working relationship with the Board, ensuring open communication and collaboration
- Work closely with the Board to provide leadership in exploring the needs of the community and evaluating opportunities for the organization's future, making sound recommendations for Board consideration
- Provide the Board with regular assessments and reports of progress toward goals, including agency, clinical and financial reports
- Prepare policies and contracts for the Board's consideration
- Ensure that the Board has the critical information necessary to consider issues and make decisions in a timely manner concerning policy, strategic direction, legal, and other issues
- Collaborate with the Board in planning for and recruiting new Board and Committee members

### ***Organizational Leadership***

- Build a dynamic organization, capable of anticipating and adapting to the needs of the community, changing economic and health care market conditions, and health and funding policy directives
- Ensure, through an effective recruitment and retention effort, a clinical, operational and administrative staff appropriately skilled and experienced to meet the organization's policies, current goals and future needs
- Lead to ensure an exceptional work environment, building trust, communication and partnership among management, providers and staff
- Lead organization-wide communication efforts that educate, inform, and build commitment to the organization's goals and strategies

### ***Community and Partners***

- Lead the organization in building and maintaining a positive public perception and reputation for the health center in the community
- Cultivate effective relationships with community and business leaders, public officials, HRSA/BPHC, and state and local agencies
- Act as a leader in advocacy to influence public policy on federal, state and local issues relating to community health centers and health care
- Build collaborative partnerships with health care and service organizations serving the health center's patient population, seeking and exploring opportunities to work together for the benefit of the community and the organization
- Speak on behalf of the organization to the community and the media

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***Other Activities***

- Participate in community, state, and national associations and professional activities which define the delivery of health care services and aid in both short and long range planning of health services and facilities

**TYPICAL PHYSICAL DEMANDS:**

General office conditions; good, clean working conditions where accident and hazards are negligible; requires short periods of moderate lifting, pushing or pulling objects up to twenty pounds. Clear diction and acute hearing are necessary for effective communication with the staff and public.