

**CHEYENNE RIVER SIOUX TRIBE
CRST TRIBAL HEALTH
CHIEF EXECUTIVE OFFICER**

DESCRIPTION OF WORK

General Statement of Duties: The Chief Executive Officer (CEO) of the Cheyenne River Sioux Tribe Health Department provides executive leadership, administrative oversight, and strategic direction for all Tribal Health operations and personnel. This includes Clinical Services (including four field health programs), Dental, Public Health Nursing, Behavioral Health Services (mental health and alcohol/substance use disorder counseling), and Health Promotion & Disease Prevention Programs, such as the Youth Diabetes Prevention, Breast and Cervical Cancer Prevention, Fitness Center, Environmental Health, Health Education, Community Health Representatives, and other tribal health grant-funded programs.

The CEO is responsible for ensuring that all programs and services operate in compliance with applicable laws, regulations, funding requirements, and professional standards, while providing culturally competent, high-quality care to tribal members. This includes developing measurable goals and objectives for each department, fostering staff development and training, maintaining effective quality improvement programs, and advancing efforts toward national accreditation and credentialing standards.

Supervision Received:

Under the Supervision of the Administrative Officer

Supervision Exercised:

Directly responsible for all Tribal health personnel – employees and contractors per CRST Personnel Manual and HR Policies.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Direct overall operations of the Tribal Health Department and lead strategic planning and implementation across all divisions including review, revision and administration of the 638 Master Health Contract and its budget.

Develop and implement health program goals, objectives, and performance standards aligned with the Tribe's priorities and strategic health plan.

Foster interdepartmental collaboration to improve care coordination, program integration, and resource sharing.

Serve as a senior liaison to Tribal Council, IHS, federal and state agencies, and regional /national tribal health networks.

Directly responsible for all Tribal Health personnel – employees and contractors – per CRST Personnel Manual and HR Policies.

Ensure each department has up-to-date job descriptions, evaluation tools, training plans, and staff credentialing and licensing protocols in place.

Oversee recruitment, onboarding, retention, and performance evaluation processes for all staff.

Develop leadership capacity among department directors and managers through mentoring, support, and ongoing education.

Provide executive supervision over clinical, dental, public health, behavioral health, health promotion/disease prevention, environmental health, community health representatives, health education and fitness programs as well as any grant programs under the health department

Monitor adherence to service delivery standards, patient satisfaction, and community health goals.

Ensure grant-funded programs are effectively implemented, meet performance targets, and maintain fiscal and regulatory compliance.

Develop, implement, and oversee a robust Quality Assurance and Quality Improvement (QA/QI) Program across all departments.

Ensure routine monitoring, data collection, internal audits, and corrective action planning for improving patient care outcomes and service delivery.

Establish and enforce protocols for client satisfaction monitoring, incident reporting, and clinical documentation standards.

Ensure high-quality, culturally appropriate patient care through the enforcement of evidence-based practices, patient safety protocols, and customer service expectations.

Oversee records management systems, including the implementation and monitoring of Electronic Health Records (EHR), confidentiality protections, HIPAA compliance, and timely documentation practices.

Work with clinical leaders to ensure consistent chart reviews, patient tracking, and effective case management.

Lead efforts to achieve and maintain tribal health system accreditation through organizations such as AAAHC, CARF, or The Joint Commission.

Ensure all clinical staff meet licensure, certification, and credentialing requirements and that credentialing files are regularly updated and reviewed.

Monitor staff and facility compliance with standards required for accreditation, licensure, and billing compliance.

Enforce compliance with all tribal, federal, and state health regulations, privacy laws (including HIPAA), and contract/grant requirements.

Implement internal controls, risk management strategies, and policy enforcement procedures.

Coordinate internal and external audits and ensure timely resolution of findings.

Oversee budgeting, fiscal planning, and financial management of the entire health department.

Ensure proper management of all grants and third-party revenue, including timely reporting and reconciliation

Pursue new funding sources and develop sustainable financial strategies to expand services.

Engage with community members, Tribal Council, and stakeholders to assess needs and align services with tribal values and priorities

Promote visibility and transparency of the Tribal Health Department through regular reporting and community outreach.

Advocate for tribal health interests at the local, regional, and national levels.

MINIMUM QUALIFICATIONS

To meet the minimum qualifications for this position the applicant must meet the requirements for education, experience and all other elements listed below.

Required Knowledge, Skills and Abilities:

Education:

Bachelor's degree in public health, Healthcare Administration, Nursing, Behavioral Health, Business Administration, or a health-related field required.

OR

Preferred- master's degree in public health, Healthcare Administration, Nursing, Behavioral Health, or a healthcare related field.

Experience

If applicant is seeking qualification under bachelor's degree- Progressive 5 or more years of executive or senior management experience leading a multi-department operation of 100–200 employees or more within tribal health systems, clinical or public health programs.

If applicant is seeking qualification under master's degree- Progressive 3 or more years of executive or senior management experience leading a multi-department operation of 100–200 employees or more within tribal health systems, clinical or public health programs.

For both degree qualifications:

Demonstrated experience in program oversight, compliance enforcement, QA/QI leadership, and staff supervision.

Working knowledge of Indian Health Service (IHS), tribal health programs, grant management, and accreditation processes.

Preferred

Tribal member or strong knowledge of Lakota/Dakota/Nakota cultures, language, and traditions.

Experience working within tribal governance and sovereignty-based health systems.

Special Requirements:

Must possess a valid driver's license.

Subject to the Cheyenne River Sioux Tribe Drug & Alcohol Testing Policy:

- Must pass a pre-employment drug screening.
- Subject to random drug screenings during employment.

- Will be required to sign and acknowledge receipt and understanding of the policy.
- Must be able to pass background checks as required by:
- Public Law 101-630 (Indian Child Protection and Family Violence Prevention Act)
 - Public Law 101-647 (Crime Control Act)
 - CRST Resolution No. 86-2013-CR
 - Background checks must be renewed every five (5) years.

Confidentiality & Political Activity:

All employees must adhere to Tribal, State, and Federal Confidentiality laws, including HIPAA. Strict confidentiality must be maintained regarding patient care, client records, personnel matters, and internal operations. Failure to comply may result in dismissal.