

 <div style="text-align: center;"> <b>WE Tribal Council</b>  <b>Position Description</b> </div>	<b>Position Code:</b>	<b>Classification</b> <b>G22</b>
	<b>Safety Sensitive:</b> Yes            No	
<b>Position Title: White Earth Tribal Health Systems Chief Executive Officer</b>	<b>Reports To: White Earth Tribal Health Systems Board of Directors</b>	
<b>Department: Administration</b>	<b>Revision Date:</b> <b>February 10, 2026</b>	
<b>Division:</b>		
<b>Position Summary:</b>		
<p>The Chief Executive Officer (CEO) provides overall leadership and management for a newly established tribally operated healthcare system. The CEO ensures high-quality, culturally relevant health services and operations while maintaining compliance with health service standards; tribal, federal law and policies; compliance with regulatory requirements; adherence to funding requirements and accreditation standards. This role directs patient care and experience, employee experience and overall operations, financial oversight, and to ensure the alignment with strategic initiatives to strengthen health outcomes for communities served by the White Earth Tribal Health Systems. This position must focus on strong community engagement and cultural sensitivity to serve our Native American communities effectively.</p>		
<b>Position Outcomes:</b>		
<p>The following are required primary duties and responsibilities.</p> <p>Builds the organizational culture and image by collaborating with the White Earth Tribal Health Systems Board of Directors leadership, employees, clients, vendors, contractors, government, and community organizations.</p> <ul style="list-style-type: none"> <li>• Works with the Board of Directors and health executives to establish short-term objectives and long-range goals, and related plans and policies.</li> <li>• Serves as the health system's representative to the Board of Directors, employees, constituents, the WERBC, and the community.</li> <li>• Presents regular reports on the status of the health systems' operations to the Board of Directors, and community, public and staff.</li> <li>• Directs the management of all activities at assigned Health System services.</li> <li>• Enforces and exhibits ethical business practices in all aspects of the vision, mission and strategic goals.</li> <li>• Charged with the responsibility to identify the unique health care needs of the community in which it is served and plans and develops a comprehensive health care delivery system to meet the needs identified.</li> <li>• Fosters open communication, collaboration and cooperations among divisions and departments to create a positive working atmosphere and experience.</li> </ul>		

- Serve as the primary liaison with the Board of Directors, employees, patient and community stakeholders.
- Represent the health facility in local, regional, and national forums.
- Maintains working contacts and relations with other agencies such as the Bureau of Indian Affairs, county and state agencies, and contract clinics.

Oversee the organization's financial management and structure, ensuring adequate and sound funding and resources to support the vision, mission, and goals of the health system.

- Plans, develop, manages, directs, implements, evaluates, monitors, and forecasts budgets and cost of services in each department to achieve financial objectives with a strong focus on patient care and experience.
- Develop and monitor revenue streams, grant management, management of billing and insurance claims, and oversee financial operations to ensure the health systems economic health.
- Ensures compliant maximization of revenue streams, productivity, and efficiency of the health system.
- Reviews the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Protect company assets and minimize losses by ensuring all standards and operating procedures are met, including workplace safety, inventory control, and loss prevention.
- Directs the preparation and approves the reporting of financial related information to the Board of Directors.

Carries out supervisory responsibilities in accordance with the organization's policies, procedures and all applicable laws and regulations.

- Recruit, train, and evaluate staff reporting to the CEO, fostering professional growth and development while maintaining high morale.
- Increases leadership's effectiveness by coaching, counseling, and disciplining leaders to achieve desired professional growth and outcomes through communicating values, strategies, and objectives.
- Direct the management of staffing productivity, maintaining and managing patient flow, and ensure the efficient day-to-day functioning of the health system.
- Assigns and directs work while appraising performance; rewarding and disciplining employees as deemed applicable, addressing complaints, and resolving problems.

Ensures optimal advanced initiatives to perpetuate positive patient care & experience outcomes.

- Coordinate patient care services, address patient concerns, and implement policies to enhance the quality of care and overall patient experience and satisfaction.
- Serve as a positive community representative, fostering strong relationships with Native communities, government agencies, and other health organizations.
- Maintains quality service by establishing and enforcing organization standards.
- Lead initiatives for continuous quality improvement for patient care and experiences. This includes patient satisfaction initiatives and enhances integrated care approaches.
- Lead the research to best serve the patient's and client health trends and needs to ensure services are meeting the demand of what is necessary and needed.
- Pursues new, emerging and enhanced healthcare services for patients.
- Ensures traditional healing services are accessible and integrated in programs and

<p>facilities.</p> <ul style="list-style-type: none"> <li>• Promotes utilization of all available health service resources to improve the health of the communities served.</li> </ul> <p>Ensures the Regulatory Compliance is followed to ensure positive organizational outcomes and goals are enacted and carried out.</p> <ul style="list-style-type: none"> <li>• Establishes and maintains a satisfactory professional level of preventative, diagnostic and therapeutic health services including development, evaluation and management of projects and makes changes to the organizational, financial, staff accordingly.</li> <li>• Ensure the clinic adheres to all applicable healthcare regulations, including specific rules governing Native health systems.</li> <li>• Maintain accurate, confidential, and secure patient and financial records in compliance with HIPAA and privacy regulations.</li> <li>• Ensures the health systems compliance with all applicable laws, rules, regulations, standards, and accreditation.</li> <li>• Ensures that health system employers adhere to electronic health record compliance regulations.</li> <li>• Maintains professional and technical knowledge by reviewing professional publications; establishing networks; benchmarking state-of-the-art practices; and participating in professional societies.</li> <li>• Maintains licensure and credentialing in applicable areas.</li> <li>• Understands, interprets, and upholds legal obligations and responsibilities.</li> <li>• Analyzes operations to identify areas in need of reorganization, preparation for future growth.</li> </ul> <p>Oversee long term strategic growth and planning efforts. Oversee capital projects, upkeep, and maintenance of all facilities, including exterior property and ongoing.</p> <ul style="list-style-type: none"> <li>• Lead strategic planning for future growth and development of the health system.</li> <li>• Ensure facilities are properly maintained.</li> <li>• Identifies the ever-changing needs of the community in which it serves and makes continuous improvements to meet the needs.</li> <li>• Ensure compliance with tribal, federal, state, and tribal health regulations.</li> <li>• Direct the planning of all health care expansion, remodels and new buildings, as approved by the Board of Directors that align with the organizational goals and strategic plan.</li> </ul>
<p><b>Position Qualifications:</b></p>
<p><b>Knowledge:</b></p> <p>Knowledge of White Earth Nation's demographics, culture, history, and mino-bimaadiziwin (ultimate wellness).</p> <p>Understand the unique tribal needs of the White Earth Nation's people to exhibit cultural competence in care deliverables.</p> <p>Understanding of the unique cultural and administrative contexts of tribal health systems and relevant federal regulations.</p> <p>Knowledge of the principles, practices, procedures, techniques, laws, and regulations pertaining to strategic planning, legislative affairs, government affairs, public affairs, tribal affairs, and public policy.</p> <p>Knowledge of effective public, business, and community relations techniques.</p>

Knowledge of tribal, federal, state, and county governance.

Knowledge of budgeting, financial analysis, and managing fiscal operations within a healthcare setting.

Knowledge of community development processes and approaches.

**Skills:**

Skills to plan, develop, manage, coordinate and promote tribal public health policy.

Skilled in public relations and stakeholder engagement activities as related to high level executives and managers.

Skilled in the design and implementation of programs to stimulate continued growth and prosperity.

Excellent communication and relationship-building skills.

Critical thinking and analytical skills to identify and resolve operational and clinical issues efficiently.

Strong financial management and regulatory compliance skills.

Possess excellent managerial and financial skills and the ability to take leadership over any business operations area.

Superlative communication skills, particularly the ability to communicate as a leader.

Excellent verbal and written communication to effectively interact with staff, patients, community members, and government agencies.

**Abilities:**

Strong ability to lead and motivate staff, manage resources, and foster a productive, patient-centric environment.

Ability to hire the right staff for the right positions and able to build a trustworthy, competent and high-quality leadership team

Ability to interpret, apply, and explain applicable laws, codes, policies, and regulations.

Ability to collaborate with multiple partners that benefit the health center and overall tribal government's interests.

Ability to communicate and work effectively with the Board of Directors, tribal, federal, state, and local officials, business and industry representatives, other individuals from diverse backgrounds, and internal community organizations.

Demonstrated ability to lead diverse teams and foster knowledge of and the ability to create, follow, and apply the policies and procedures established by the Board of Directors.

Ability to learn and apply federal 638 standards and regulations.

Ability to learn to work effectively with traditional healing initiatives.

Familiarity with computer systems and software used in healthcare for record-keeping and data management.

**Education and Experience Requirements:**

1. Master's Degree level or higher in Health Care Administration, Business, Public Health, or related field (required).
2. 7+ years of successful progressive senior/executive level leadership experience in a multi-site clinical organization required supervising medical personnel. (Prefer I.H.S., Tribal Health, and/or ambulatory care experience.) This includes demonstrated ability

<p>to successfully manage; day-to-day service deliveries, adequate staffing and workflows for optimal patient care, compliance integrated processes, and manage performance improvement in a clinical and/or behavioral health setting.</p> <p>3. Must possess executive level experience with system-level finance and significant budget oversight responsibility required for a health care organization. This also includes P&amp;L oversight, forecasting, cash-flow management, capital planning and board reporting, with a proven track record of improving the revenue cycle, controlling costs and aligning financial strategy with access, quality and growth.</p> <p>4. Demonstrated experience working with a Board of Directors is required.</p> <p>5. Demonstrated experience partnering effectively with Tribal Leadership and governance bodies to advance access, quality and sustainability, building strong leadership teams, leading change and aligning systems of care with community priorities, cultural values and supporting the organization's mission is preferred.</p> <p>Must possess a valid driver's license and insurance.</p> <p>Must pass a criminal background check.</p>	
<p><b>Physical &amp; Environmental Demands:</b></p> <ul style="list-style-type: none"> <li>• Work performed in a high volume and intense health care environment.</li> <li>• Travel across locations, in state, out of state, is frequently required.</li> <li>• Work is typically performed in an office setting with low to moderate levels of noise.</li> <li>• May sit or walk for prolonged periods of time.</li> <li>• Frequent talking and listening are required.</li> <li>• Frequent use of hands and fingers to operate computer, phone and writing utensils.</li> <li>• Occasional lifting of up to 40 lbs.</li> </ul>	
<p><b>Signature</b></p>	
<p><b>Divisional Director:</b></p>	<p><b>Date:</b></p>
<p><b>Human Resources:</b></p>	<p><b>Date:</b></p>