

JOB OPENING ANNOUNCEMENT

Job Title: Medical Clinic Director

Report To: Chairperson

Department: Medical

Job Vacancy: YAN-26-62

Status: Full Time (Exempt)

Starting Wage: DOE

Opening Date: 05/07/2026

Closing Date: Until Filled

POSITION DESCRIPTION:

The Medical Clinic Director position oversees day-to-day outpatient medical, dental, community health (CHR) and other ancillary services offered to the Yavapai-Apache Community and other indigenous Native Americans. Provides direct supervision to the staff according to current organizational chart. Manages the daily operations, finances, and personnel of the healthcare center to ensure quality patient care and regulatory compliance. Key duties include budgeting, staff scheduling, policy development, and 638 strategic planning for the health center.

QUALIFICATIONS:

- Bachelor's or Master's degree in Healthcare Administration or Healthcare Management or related.
- Must have at least three (3) years of supervisory or management skills.
- In-depth knowledge of medical terminology, health regulations, and insurance practices.
- Previous work experience in 638 healthcare management and clinical settings.
- Knowledge of various computer applications such as Word, PowerPoint, Excel and Publisher.
- Applicant must possess 2 to 3 years of working experience in the medical field.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Strong leadership, communication, and analytical skills are essential.

DUTIES AND RESPONSIBILITIES:

- Holds meetings with the staff to exchange information, obtain input and feedback on clinical operation, recommendations and activities for improvement and forwards to Executive Office.
- Holds periodic meetings with PIMC staff about various issues pertaining to Yavapai-Apache Health Center.
- Handles patient/customer complaints/feedback and addresses them as best as possible to obtain a positive outcome.
- Facilitates positive relationship among patients, families, providers, staff and community.
- Prepares quarterly reports regarding medical clinic activities.

- Prepares, submits and manages an annual operating budget for the Medical Clinic operations.
- Provides supervision, to ensure efficient and effective services are provided to the patients. Quality care for all patients is the goal.
- Provide clinic staff guidance and leadership for performance guidelines.
- Must follow the Policies and Procedures established by Yavapai-Apache Nation Medical Clinic and in conjunction with PIMC.
- Read and continually update all policies and procedures pertaining to the Medical Clinic and in conjunction with PIMC.
- Address emergency issues in a timely manner
- Oversees clinical peer review
- Maintains excellent professional communication with other Yavapai-Apache Nation departments.
- Develop and implement healthcare 638 strategic plans for long-term growth and operational efficiency.
- Manage 638 healthcare billing and control costs.
- Implement and maintain Electronic Health Records (EHR) and other IT systems.
- Develop and manage budgets, including 638 healthcare revenue cycle management.
- Ensure compliance with healthcare laws (PL638), regulations, and accreditation standards.

Physical Requirements:

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

