

Job Title Edgar Nollner Health Center Operations Officer
Location Galena, AK, US
Organization Name Health Services
Job Summary

Job Summary: Job incumbent provides leadership and administrative direction to ensure effective holistic operational function of the Edgar Nollner Health Center (ENHC) and support for Yukon-Koyukuk sub-region villages. Works cooperatively with the various Clinical Services department directors (Medical, Nursing, Dental, Behavioral Health, Allied Health, Wellness & Prevention) to provide necessary support and liaison activities and ensure the success of established TCC Clinical Services goals and initiatives. Job incumbent will accomplish this through support of the respective ENHC clinical leads and ensure for the provision of effective support activities for the ENHC. Sample duties include participation in dual supervision of clinical leads, coordination of required facility maintenance, IT support desk, janitorial staff support, materials management, and effective communication of both developing and existing operational exigencies to Clinical Services leadership. Incumbent is tasked with helping to ensure program compliance with the guidelines established by Tanana Chiefs Conference Health Services, Indian Health Services, Alaska Division of Behavioral Health, HRSA, AAAHC, and other regulatory agencies. Job incumbent maintains regular contact with the local advisory boards, tribal councils, and Health Services staff in Fairbanks.

Adhere to the TCC Ch'eghwtsen' model of service and guiding principle which requires providing timely and effective service along with the ability to interact with others in a way that inspires trust and demonstrates respect, compassion and empathy.