



*The Healing Lodge  
of the  
Seven Nations*

## **JOB ANNOUNCEMENT**

**TITLE:** Executive Director  
**REPORTS TO:** President, Board of Directors  
**SUPERVISES:** Direct and Indirect Staff  
**POSTED:** \_\_\_\_\_ **CLOSES:** Until Filled

### **Responsibilities**

Provides overall direction for all activities related to administration and treatment within the agency. Works closely with all department heads and others to ensure that all policies and procedures and current federal, state and local standards, guidelines and regulations that govern treatment facilities are carried out. Responsible for providing strategic leadership for the agency by working with the Board of Director and the Executive Management Team to establish long-range goals, strategies, plans and policies.

### **Job Duties**

- Plan, coordinate and control the daily operation of the organization through the teamwork of subordinates.
- Establish current and long-range goals, objectives and plans subject to approval by the Board of Directors.
- Plan, formulate and recommend for the approval of the Board, basic policies and procedures consistent with established policies and Board approval.
- Dispense guidance, direction, and authorization to carry out major plans, standards, and procedures consistent with established policies and Board approval.
- Meet with the Executive Management Team to ensure that operations are being executed in accordance with policies.
- Oversee adequacy and soundness of the agency's financial structure.
- Review operating results, comparing with established objectives, and take steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Maintain and continue to develop a Quality Improvement Program to comply with all regulatory agencies and/or accrediting bodies.
- Extensive knowledge and execution of all federal and state contracts that drive baseline performance measures.
- Execute contracts, grants and commitments as may be authorized by the Board or by established policies.
- Must ensure that there are sufficient qualified personnel to provide adequate chemical dependency treatment, facility security, patient safety and other special needs of patients.
- Must ensure that all personal providing counseling services are registered, certified or licensed by the Department of Health.

- Establish and maintain an effective system of communications throughout the agency.
- Must stay current, research and monitor current and future drug trends as it specifically applies to adolescents in drug and alcohol treatment.
- Stay abreast of current treatment modalities as it relates to inpatient adolescent treatment.
- Ensure all residents are treated with dignity and respect in accordance with Patient Rights and Individual Rights.
- Establish and maintain effective working relationships with federal, state, regional, and local agencies, community and Tribal leaders, and the general public.
- Provide reports to the Board and external agencies as directed.
- Execute all decisions of the Board.

### Minimum Requirements

- Five years comparable work experience within a residential treatment setting.
- Master of Arts/Science in Behavioral Health or related field with additional education/training and/or experience.
- Experience with federal, state, tribal and county contract compliance.
- Minimum 6 years of progressive responsibility including prior management of people, programs and systems.
- Experience working with Native American Communities.
- Excellent oral and written communication skills.
- Must maintain a valid driver's license and must be eligible for company insurance at all times throughout employment.
- Must be able to pass an agency FBI required background check, drug screen and be committed to sobriety.

### Preferred

- Masters Degree in social service management preferred.

### Physical Requirements

- LIFTING, CARRYING, PUSHING, PULLING- 10 pounds, occasionally. Mostly sitting, may involve standing or walking for brief periods of time.
- BENDING/STOOPING/CROUCHING – Occasionally
- REACHING – Occasionally
  - Extending hand(s) or arm(s) in any direction.
- HANDLING – Occasionally
  - Seizing, holding, grasping, turning, or otherwise working with hand(s). Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
- FINGERING – Occasionally
  - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- TALKING – Frequently
  - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.

- HEARING – Frequently
  - Perceiving the nature of sounds by ear.

### **INDIAN PREFERENCE APPLIES**

To receive Indian Preference consideration, proof of tribal enrollment is required. An enrolled member of a federally recognized Tribe must provide a copy of his/her Tribal Enrollment Card or papers. Direct descendents must provide a Certification of Indian Blood (CIB). Please make sure these are part of your personnel record.

Any applicant requiring assistance in any step of the employment process, such as applications, testing, and/or interviewing should inform the Human Resources office.

Acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ an individual in the future.

#### **To be considered for this or any other position submit:**

1. Healing Lodge Employment Application ([www.healinglodge.org](http://www.healinglodge.org))
2. Resume
3. Cover letter stating your qualifications
4. Copies of your professional and driver's licenses
5. Tribal and Indian preference must provide a copy of Tribal Enrollment Card, Certificate of Indian Blood, or such, with a Federally Recognized Tribe

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT EVIDENCE TO SHOW THEY FULLY MEET THE QUALIFICATION REQUIREMENTS.**

#### **Submit complete application packet to:**

Human Resources  
The Healing Lodge of the Seven Nations  
5600 East 8<sup>th</sup> Avenue  
Spokane Valley, WA 99212

Fax: 509.535.2863 – Attn: Human Resources  
Email as one PDF attachment: [HR@healinglodge.org](mailto:HR@healinglodge.org)

***Internal Applicants – If submitting your letter of interest via email stating your qualifications for this position, be sure to put “Letter of Interest” in the subject line of your email.***