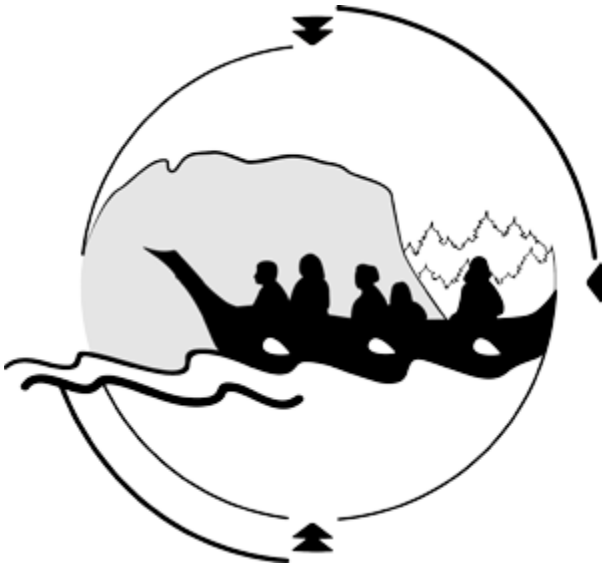

HEALTH AND WELLNESS EXECUTIVE BOARD OF DIRECTORS OPPORTUNITY

DESCRIPTION

The Coquille Indian Tribe's Health and Wellness Division was created to offer integrated health with primary care, behavioral health, dental, pharmacy, public health, opioid and substance use disorder programs. Our health services promote a holistic approach to healing in a comfortable, inclusive environment. We serve our Coquille Tribal family, other American Indians and Alaska Natives, tribal employees, and the public. The main clinic is situated on the beautiful Oregon coast of the Coquille ancestral homelands. We are expanding our services in Eugene and have a vision to provide services within the five-county service area. Tribal Council has delegated health and wellness operational authority to the Tribal Health and Wellness Division. The Division is governed by a Health and Wellness Executive Board of Directors serving at the pleasure of the Tribal Council and performing its duties in accordance with the Health and Wellness Division Ordinance and the related Division policies.

The Health and Wellness Division's aim is to:

1. Provide comprehensive, high-quality and culturally competent health and wellness services that are sensitive to Tribal historical trauma, while maximizing revenue, minimizing expenses, reducing the Tribe's General Fund subsidy and creating financial reserves.

2. Maintain high quality and stable workforces in safe and clean work environments.

3. Maintain well trained, well educated, competent and ethical Executive Board members, CEO and staff.

4. Achieve health-related goals identified annually by the Executive Board and the Tribal Council.

5. Complete projects, achieve outcomes and attain goals assigned by the Tribal Council.

The Health and Wellness Executive Board of Directors consists of five members appointed by the Coquille Indian Tribal Council, usually for staggered terms of three years. One member will be a voting Tribal Council Representative. The Chair of the Executive Board is selected by the Tribal Council from among the Board.

Pursuant to the Health and Wellness Division Ordinance and related policies, the Executive Board duties include but are not limited to:

1. Providing oversight and advice to the Health and Wellness Division CEO to include an annual recommendation to Tribal Council of measurable goals and objectives for the CEO as well as an evaluation of the CEO's performance;

2. Overseeing prudent and accountable use and reporting of the Division's resources, recommendation of annual budgets to Tribal Council for approval, establishing the Division's operational priorities, recommending eligibility criteria for services and long range financial and strategic planning goals;

3. Evaluating the Division's activities including services, quality of care metrics, utilization patterns, productivity, patient satisfaction, achievement of objectives, and ensuring that the Division adopts and implements an effective and safe quality improvement program that includes a patient complaint process;

4. Providing oversight for effective, efficient health and wellness services authorized by the Tribe, which may include medical, urgent care, lab, mental health and substance abuse, alternative and complementary services, pharmacy, dental, and other disease prevention and health promotion services as needed to promote, foster and maintain good health;

5. Providing a high quality, accessible, responsive, and well-coordinated delivery system of health education and health and wellness services, for the benefit of current and future Tribal members and other eligible persons;

6. Serving as the governing body of the Health and Wellness Division, which satisfies the requirements of accreditation or licensing authorities;

7. Maintaining fiscal accountability by closely monitoring revenue and expenditures, implementing cost control policies and procedures, obtaining and reviewing comprehensive monthly and year-end fiscal reports and providing Tribal Council with an accurate financial overview at quarterly combined meetings. The annual budget will be developed in conjunction with the Tribal Council's budgeting process;

8. Communicating effectively with the Tribal Council regarding the Executive Board's work and the achievement of goals and any other outcomes or requirements identified in the Health and Wellness Division Policies;

9. Other tasks and duties associated with the governance of the Board such as attending meetings, recording minutes, working with the CEO to provide reports both orally and in writing to Tribal Council and other duties necessary to effectively lead the Division.

QUALIFICATIONS

1. Previous leadership experience in a related field or high-level management experience with a proven record of accomplishments and an ability to work effectively and professionally with others to reach goals.

2. High level management experience which includes expertise in at least one of the following:

- Providing comprehensive health care services
- Providing comprehensive opioid treatment services
- Tribal or Indian Health Services outpatient health care
- Federally qualified Health Center matters
- Law, finance, social services, business or tribal operations
- Other areas that would enhance the expertise of the Executive Board

3. Demonstrate behavior that preserves and enhances the mission and commitment of the Coquille Indian Tribe and the Tribal Health and Wellness Division.

4. Promote fairness and integrity in all internal and external business practices and preserve and enhance the reputation and values of the Coquille Indian Tribe.

6. Possess a high level of integrity and a professional reputation. Must be able to pass a reference and background check.

7. Abide by a strict policy regarding recusal and transparency for conflicts of interest.

8. Attend meetings as necessary, either in-person or remotely. Regular meeting dates and times will be established to include an annual meeting with Tribal Council. The attendance requirement for Health and Wellness Executive Board Members is the ability to attend meetings regularly. Absence from (i) two consecutive board meetings, or (ii) more than 50% of the board meetings in a calendar year, without a valid excuse accepted by the Tribal Council Chair or Secretary, may subject a board member to removal.

9. The Executive Board reports to the Coquille Indian Tribal Council.

COMPENSATION

At rates approved by the Tribal Council, the Executive Board (except the Tribal Council Representative and CEO) will be paid a stipend of $7,500 per quarter. In addition, Executive Board members are reimbursed for reasonable out-of-pocket expenses associated with their service on the Board.

HOW TO APPLY

If you are interested in serving on the Executive Board of Directors, please send a resume detailing your experience with a letter expressing your interest. Resumes and letters should be submitted no later than November 19th, 2026 to Sharon Mumford, Executive Director of Human Resources at SharonMumford@coquilletribe.org. If you have any questions, please contact Sharon Mumford at (541)435-0202.