



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
9940 N County Hwy K • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Assistant Health Director

Location: Lac Courte Oreilles Community Health Center (LCO-CHC)

Hours: Monday – Friday, 8:00 AM – 4:30 PM

Status: Full-time (40 hours per week)

Salary Range: \$38.00 - \$48.00 per hour DOQ

Posting Date: August 29, 2025

Closing Date: September 12, 2025

Position Overview:

The Assistant Health Director will support the Health Director in ensuring equitable, respectful, and compassionate access to services at the LCO-CHC. As part of the leadership team, this role will be responsible for assisting in the daily administrative and management operations, helping to oversee and guide the LCO-CHC overall functioning.

Qualifications:

- Bachelor's degree in Business Administration, Public Health, Healthcare Management, or a related field required, or an equivalent combination of education and relevant experience. A minimum of 3 years of experience in healthcare administration or a related field is required.
- Master's Degree in Public Health or Administration preferred.
- Knowledge of Indian Health Service Programs.
- Ability to create and manage budgets, expenditure reports, forecasting, and maximize revenues.
- Experience in short and long-term program planning, budgeting, proposal writing and an understanding of grant writing and management.
- Prior experience in supervision of employees.

- Excellent written, verbal, and digital communication skills, with the ability to convey information clearly and effectively across various platforms.
- Must support, enforce, and model a philosophy of strong work ethic.
- Must be able to get along well with all people and demonstrate an ability to be firm and fair in an unbiased manner.
- Knowledge of the Electronic Health Record preferred.
- Knowledge of and experience with internet software; MS Office, Excel, Outlook Software, etc. required.
- Must be able to pass a background/caregiver check.
- Must be able to pass pre-employment drug screen and random drug screens throughout employment.
- Must have Valid WI Driver's License.
- Must have vehicle insurance coverage according to policies.
- Must abide by all HIPAA rules and regulations.

Major Duties and Responsibilities:

1. The Assistant Health Director will have supervisory authority of departments to assure that all clinical and administrative activities are in compliance with the requirements of appropriate accrediting organizations. Where deficiencies are found, recommend corrective action, or when appropriate initiate appropriate action.
2. In conjunction with the Health Director, or as delegated the Assistant Health Director will help in the selection of new employees and other personnel actions relating to Health Center positions.
3. Assign work to appropriate staff to be accomplished within assigned deadlines.
4. Will assist in the development of department budgets with department Directors or appropriate staff.
5. Will assist and monitor activities in the areas of financial, medical, and personnel for the LCO-CHC. Will provide technical assistance to department directors in these areas when requested.
6. Assist the administrative team in long range planning utilizing alternative methods and resources to meet current and future health care needs at the clinic.
7. Conduct meetings and attend conferences as needed.
8. Assist in preparing and providing reports as needed for the Health Director, Health Advisory Board, and the Tribal Governing Board.
9. Will investigate and respond to complaints as needed.
10. Must attend and/or conduct meetings with the leadership team, departments, committees, and all staff as directed.
11. Must attend meetings with the Health Advisory Board and Tribal Governing Board as directed.
12. Monitor all Public Relations activities as assigned, including monthly LCO-CHC Newsletter.
13. Reporting of all Adverse Incidents to the Health Director and Safety Committee.
14. All other duties assigned by the Health Director.

Supervision and guidance:

The Assistant Health Director will work under the direct supervision of the Health Director.

Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:

Letter of Interest
Resume
Credentials
Proof of any stated Qualifications / Licenses
Three (3) current (within a year) letters of recommendation
Academic transcripts

Application Information:

Applicants may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Attn: Human Resources
9940 N County Hwy K
Hayward, WI 54843
715-638-5132
healthcenterhr@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American preference will be given to candidates of equal or comparable qualifications.

08/28/2025