San Pasqual Economic Development Corporation
Job Vacancy

Position Title: Chief Executive Health Director	**Posting Date: 10/21/2026**
Position Reports to: EDC Board/Health Board	**Employment Category: Full-Time/Exempt**
Salary: Commensurate with Experience	**Closing Date: Until Filled**

POSITION SUMMARY

The Chief Executive Health Director is responsible for planning, developing, and directing the administrative and therapeutic aspects of multiple specialized public and community health, mental health, nutrition, and health education programs. A primary focus of this position is overseeing the day-to-day operations of the San Pasqual Health Clinic and ensuring that quality patient care is provided in accordance with the Tribe's mission and objectives.

The Chief Executive Health Director also develops and maintains relationships with local, state, tribal, regional, and national health organizations, professional associations, and regulatory agencies to support the effective delivery of healthcare services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Directs the planning, development, implementation, administration, and evaluation of comprehensive healthcare and prevention programs and activities related to Indian Health Service contracts and grants. Provides leadership to ensure understanding of and promote comprehensive health program objectives.
- Oversees the development and expansion of programs including research, preventive medicine and public and community health programs.
- Develops and establishes short and long range goals, planning and implementing programs for the assigned areas. Monitors the progress of programs through quality assurance measures.
- Advises and consults with San Pasqual Economic Development Board to formulate and/or revise policies, procedures, standards, protocols and guidelines.
- Ensures compliance with applicable federal, state, Tribal and local laws, rules, regulations, policies and procedures.
- Ensures compliance with HIPAA laws and protocols.
- Participates in the development and administration of operating budgets.
- Directs the preparation and submission of grant applications and proposals and participates in contract negotiations.
- Analyzes operations to evaluate performance of health programs to ensure objectives are met and determine areas of program improvement or policy change.
- Oversees the development and implementation of client management system and the analytical, therapeutic, preventive and clinical studies.

- Oversees the professional development of Health department employees in accordance to the personnel policies and procedures.
- Conducts performance appraisals and takes necessary action in accordance with the personnel policies and procedures.
- Establishes and maintains networks and collaborative relationships with health organizations, the public, and health professionals.
- Attends required meetings that may include travel outside the state.
- Prepares reports and presentations for government and community meetings.

Note: Nothing in this job posting restricts management's right to assign or reassign applicable duties and responsibilities for this position at any time.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree, preferably in Health Administration, Public Health, Nursing, Biology, or a closely related field that provides the knowledge, skills, and abilities necessary to perform the duties of the position; or six (6) years of experience and/or training in healthcare or clinic operations, including supervisory or management experience; or an equivalent combination of education, training, and experience.
- Minimum of three (3) years of supervisory or management experience, preferably in a healthcare or clinical setting.
- Minimum of three (3) years of experience in grant and contract administration, including budget development and management.
- Must possess a valid state driver's license.
- Must successfully pass a comprehensive background investigation, including a Public Law 101-630 background investigation, as applicable, and pre-employment and random drug testing in accordance with Tribal policy.

REQUIRED KNOWLEDGE, SKILLS, AND COMPETENCIES

- Ability to maintain strict confidentiality in accordance with HIPAA, the Privacy Act, and applicable Tribal policies.
- Knowledge of business and management principles.
- Ability to plan, negotiate, allocate resources and coordinate personnel and departmental operations.
- Ability to adapt and effectively manage complex situations.
- Ability to use logic and reasoning to evaluate alternative solutions and approaches to problems.
- Ability to manage multiple priorities while demonstrating integrity, professionalism, and a commitment to quality.
- Ability to effectively communicate orally and in writing.
- Oversees the preparation of negotiation documents, scope of work, and budgets related to funding agreements.
- Working knowledge of Contracts and Awards, i.e., IHS, SAMHSA, CDC, CMS, etc.
- Working knowledge of patient centered care in Medical Services, Primary Care Medical Clinic, and Administrative Operations in a clinic setting.
- Demonstrated knowledge of sound financial management practices.
- Demonstrated knowledge of project management principles and practices.

- Ability to plan, develop and implement a comprehensive healthcare delivery system.
- Working knowledge of grants administration to ensure contractual/grant performance measures are met.
- Knowledgeable of P.L. 93-638 Contract, Indian Health Care Improvement Act, Affordable Care Act.

PREFERRED KNOWLEDGE, SKILLS, AND COMPETENCIES:

- Knowledge of Native American cultures and culturally appropriate healthcare delivery.
- Experience working with Tribal health programs, Tribal governments, or Native American communities.
- Experience administering federal healthcare grants, contracts, and funding agreements.
- Knowledge of Tribal sovereignty and its application to healthcare administration and operations.

WORK ENVIRONMENT

- Work is primarily performed in a professional office and healthcare clinic setting.
- May occasionally be exposed to infectious diseases and other potential healthcare-related hazards while visiting or overseeing clinical operations.
- May encounter stressful situations requiring sound judgment, problem-solving, and timely decision-making.
- Must follow established workplace safety protocols, infection prevention and control procedures, and applicable Tribal policies.
- The noise level in the work environment is generally quiet to moderate.

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods of time.
- Must be able to occasionally lift and carry up to five (5) pounds.
- Ability to use a computer, keyboard, and other office equipment to perform essential job duties.
- Must possess sufficient hand-eye coordination to perform the essential functions of the position.

Individuals interested in applying for this position may submit their resume by email to hr@sanpasqualtribe.org or apply in person at 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans