



Full Time Administrative Officer

Location: Iowa Tribe of KS & NE Reservation
White Cloud, Kansas

Closing Date: July 28, 2026

Summary: The Administrative Officer is responsible for planning, directing, coordinating, and evaluating the administrative and management services of White Cloud Health Center. This position provides administrative oversight to support the clinic's mission by establishing internal controls, establishing operational priorities, and ensuring efficient day-to-day operations. The Administrative Officer oversees administrative programs within assigned areas of responsibility and is responsible for budget development, budget execution, financial monitoring, and effective management of resources.

Qualifications: Master's Degree (preferred) or Bachelor's Degree in Hospital/Clinic Administration, Public Health Administration, Business Administration, or a closely related field with coursework in healthcare administration is required.

Other Requirements: Knowledge of pertinent rules, regulations, policies and procedures in administration that is applicable to tribal health programs. Ability to manage, plan, organize and initiate a comprehensive quality health care program. Ability to recommend and initiate program improvements and modifications to achieve mission goals.

Must present a well-groomed, professional appearance and attitude

Experience: Prior healthcare administration and in-depth knowledge of how tribes operate under Self-Governance

Benefits: 100% Employer paid health, dental, vision and life insurance, up to 3% employer match 401K, vacation and sick Leave, and paid holidays

How to Apply: Send resume and application to:
White Cloud Health Center, LLC
C/O Brenda Lunsford
3349 B Thrasher Road

White Cloud, KS 66094

Email - brenda.lunsford@ihs.gov

NATIVE AMERICAN PREFERNCE IS GIVEN
MUST PASS EXTENSIVE BACKGROUND CHECK