

Elizabeth Lara-O'Rourke

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PROFILE

Over thirty five (35) years of experience working at United Indian Health Services in a variety of capacities, from Clerical Assistant to Chief Executive Officer. My goal is to serve our community to build a health care program that provides the best quality health care services that meets the unique cultural needs of our clients and create an organizational culture that treats our employees so special, that they will not want to leave.

- Experience working within the American Indian community to develop effective programs based on community needs
- Experience training and coaching Managers and Supervisors to effectively manage staff, services, grants, and budgets
- Experience creating, implementing, and evaluating strategic plans and initiatives
- Experience in grant writing, implementation, evaluation, and reporting
- Experience in writing and implementing policy and standard operating procedures
- Experience working with the Managers, Directors and Officers of UIHS to develop, implement and evaluate programs
- Experience working with the Board of Directors to receive feedback on programming and implementing recommendations

PROFESSIONAL EXPERIENCE

Chief Executive Officer

11/21 to Present United Indian Health Services, Inc., Arcata, California

Identify and effectively respond to the needs of the community served by UIHS through policy and procedure development and implementation, organizational staffing and training, operational and program planning, regulatory agency compliance and quality improvement activities, maintain standards of accreditation, and community and membership communications and outreach. Provide managerial oversight of the collective UIHS divisions and works directly with Division Directors and other managers to ensure fulfillment of the organization's Vision, Mission, Core Philosophies, and Guiding Principles.

Key Responsibilities:

- Lead in the creation and management of short and long term operational planning
- Collaborate with and provide guidance to the Board of Directors regarding strategic plan development and implementation
- Establish and maintain positive working relationships with UIHS stakeholders, funding agencies and organizations, regulatory bodies, and community and Tribal partners.
- Provide direction operational and administrative management of divisions and department directors and managers.
- Establish and maintain appropriate community and organizations service standards.
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- Compile appropriate measurement criteria related to patient quality standards, consistent with the requirements of UIHS and key regulatory agencies and institutions.
- Advocates for health and policy issues concerning the vitality of the clients and community members served by United Indian Health Services, the California Area, and Indian Health Services as a whole.

Community Health and Wellness/Tribal Public Health Department Director

12/13 to 11/21 United Indian Health Services, Inc., Arcata, California

Provide direction and supervision of 8-10 Program Managers and Supervisors who are responsible for 10-15 health promotion, disease prevention, or public health programs and/or grants with an estimated annual budget of over \$6 million. The division houses approximately 45-50 employees.

Key Responsibilities:

- Represent division at various meetings including finance, quality improvement, compliance, executive leadership, human resources, and strategic planning
- Develops and implements policies and procedures for the division
- Works with Board of Directors to develop community programs meeting the public health and social needs of the American Indian community
- Review and approve applications and progress reports for state and federal grants
- Review and approve budgets for all programs within the division
- Hire and evaluate performance of managers and supervisors within the division
- Participates in the Executive Leadership Team where discussions are had and decisions are made about the operations of the organization

Health Promotion and Education Section Manager

9/95 to 12/13 United Indian Health Services, Inc., Arcata, California

Oversees and directs health promotion and education programs which include community assessment, program planning, budget forecasting, grant writing, utilizing best practice approaches, and evaluating program impact.

Key Responsibilities:

- Responsible for all aspects of grant writing within the section
- Monitor all contract activities and objectives ensuring that all grant expectations are met
- Prepare and manage all budgets within the section.
- Work with Tribal, local, state and national programs and agencies in order to collaborate and support local efforts
- Work with local Tribes to create and implement health policies
- Identify public health issues and develop programming to address these issues
- Provide trainings and presentations in the areas of spokespersons training, advocacy, social and health topics, cultural competency, and traditional knowledge. Have received invitations to speak or provide trainings throughout the nation as well as internationally

EDUCATION AND TRAINING

MA in Public Administration (Graduated on the Dean's List)

August 2018, University of San Francisco, San Francisco, California

Clinic Leadership Institute Emerging Health Leaders Program

June 2014, California Polytechnic State University, San Luis Obispo, California

BA in Communication with courses in Native American Studies (Graduated Cum Laude)

May 2012, Cal Poly Humboldt (formerly Humboldt State University), Arcata, California

AA in Social Science (Graduated Magna Cum Laude)

December 1998, College of the Redwoods, Eureka, California

Knowledge

- Knowledgeable of local tribal culture, traditions, tribal government and history.
- Knowledgeable of public health issues impacting tribal communities and experience developing programs to address identified public health issues.
- Knowledgeable in the following areas: strategic planning, quality improvement, building and maintaining effective teams, prioritizing activities to meet goals and objectives, program design and evaluation, coaching leaders and managers