

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0723089
POSITION NO: 948003
CLASS CODE: 3756

Date Posted: 04/11/11
Closing Date: 04/22/11

POSITION TITLE: Behavioral Health Director

DEPARTMENT NAME: Department of Behavioral Health Services - Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S70A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 80 hrs.

Temporary:

Duration: \$ 73,091.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 35.14 Per Hour

DUTIES AND RESPONSIBILITIES:

Responsible for the overall planning, development and administration of a culturally appropriate holistic behavioral health programs, services and related activities; provides overall direction in the administration, management and evaluation of the behavioral health care service delivery system; develops policies for improving and strengthening delivery of service; assures service delivery is in compliance with department goals and objectives; provides administrative and clinical oversight; oversees facilities management, human resources, staff development, procurement and fiscal management; establishes short and long term goals that support integrated behavioral health services across the continuum of care; ensures that facility acquires and maintains appropriate accreditation; monitors, reviews and evaluates the progress of clinical services and makes necessary adjustments; advises and confers with clinical management team on the formulation, development, revision and refinement of policies, procedures, standards and protocols.

Ensures compliance with applicable federal, state and Navajo Nation laws, regulations, policies and procedures; directs the preparation and administration of operating budgets; directs the preparation and submission of grant applications and proposals; participates in contract negotiations; ensures all service providers and vendors comply with applicable laws, regulations and policies; plans and implements management and service delivery improvement activities; plans and supervises work of assigned staff; conducts performance appraisals; monitors and implements training needs to maintain highly qualified and effective staff; implements personnel actions in accordance with established personnel policies and procedures; develops and maintains relationships with local, state, regional and national health and professional organizations and regulatory agencies; prepares required reports; attends meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Behavioral Health, Psychology, Health Care Administration, Public Health, Medicine or a closely related field; OR a Doctorate degree in Behavioral Health, Psychology, Health Care Administration, Public Health, Medicine or a closely related field; and

****To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diplomas, etc.****

Experience:

six (6) years of responsible administrative experience in a health center or residential setting, two (2) years of which must have been in a supervisory capacity (w/Master's Degree); OR four (4) years of responsible administrative experience in a health center or residential setting, two (2) years of which must have been in a supervisory capacity (w/Doctorate Degree).

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of management practices and principles, strategic and budgeting planning; knowledge of behavioral health treatment and prevention programs; knowledge of program management and development; knowledge of culturally appropriate practices and approaches; knowledge of community agencies and services provided; knowledge of applicable federal, state and local laws, rules, regulations, policies and procedures affecting behavioral health programs and services; knowledge of the principles and practices of effective supervision and training.

Skill in analyzing programs and services, complex problems, evaluating alternatives and making sound recommendations; skill in analyzing complex statistical and programmatic data; skill in directing, supervising and evaluating operations of behavioral health programs and developing new or revised programs necessary to meet department and community needs; skill in collaborating and developing partnerships with local, state and regional behavioral health organizations; skill in computer applications, making presentations and contract negotiations.

Ability to analyze, evaluate and make decisions; ability to work independently, set priorities, plan, organize and implement activities; ability to address public and professional groups; ability to analyze complex administrative, personnel and organizational problems; ability to prepare and maintain statistical and financial reports; ability to maintain effective working relationships with employees, other organizations and the public; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to maintain confidentiality; and exhibit mature judgment.

License/Certification Requirements:

Must pass a background investigation, fingerprinting and employee assessment prior to employment. A valid state or national Licensure as a Licensed Psychologist, a Licensed Marriage and Family Therapist, a Licensed Professional Mental Health Counselor or a Licensed Independent Social Worker or equivalent independent license for clinical practice.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.