

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0433144

Date Posted: 05/09/11

POSITION NO: 948233

Closing Date: 05/20/11

CLASS CODE: 3860

POSITION TITLE: Health Services Administrator (Aging and Long Term Care)

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 43 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R71A

Days: Monday- Friday

Permanent:

SALARY: _____

Hours: 8 am- 5 pm

Temporary:

Duration: _____ \$ 69,284.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 33.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Directs the planning, development, implementation, administration and evaluation of comprehensive aging or long term care/service programs and activities; provides leadership to ensure understanding of and promote comprehensive aging/ long term care program objectives; oversees the development and expansion of aging and long term care programs; develops and establishes short and long range goals through strategic planning process; monitors the progress of programs; advises and consults with Division Director on formulation and/ or revision of policies, procedures, standards, protocols and guidelines.

Ensure compliance with applicable federal, state and local laws, rules, regulations, policies and procedures; provides consultation to personnel regarding elder health issues; participates in the development and administration of operating budgets; directs the preparation and submission of grant applications and proposals; participates in contract negotiations; develops, implements and evaluates aging and long term care programs; keeps abreast of development and trends in aging and long term care programs and provides leadership in determining comprehensive health program direction and improvement; oversees the development and implementation of client management system.

Oversees the development and implementation of elder service related studies; plans and administers work of assigned staff; conducts performance appraisals and take necessary action in accordance with the personnel policies and procedures; provides technical expertise regarding assigned functions; establishes and maintains network and collaboration with elder service providers and health organizations; prepare required reports; represents Division of Health in aging and long term care related matter; delegated in the absence of the Division Director.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Health Care Administration, Gerontology, Nursing, Public Health or closely related field; and

Experience:

Eight (8) years of progressively responsible administrative experience in a health care organization, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

License/Certification Requirements:

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99