

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH04324496 DATE POSTED: 08/04/22
POSITION NO: 948233 CLOSING DATE: 08/29/22 by 5 pm
POSITION TITLE: Health Services Administrator (Aging and Long Term Care)

DEPARTMENT NAME / WORKSITE: Division of Aging & Long Term Care Support, Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ71A
WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 82,267.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 39.40 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Directs and oversees the planning, development, implementation, administration and evaluation of the Division of Aging and Long Term Care Support program activities; provides leadership to ensure understanding of program expectations and to promote comprehensive aging and long term care program objectives; oversees the overall development and expansion of aging and long term care services; develops and establishes short and long range goals through strategic planning process; monitors the progress of program activities; advises and consults with Executive Director on formulation and/or revision of policies, procedures, standards, protocols and guidelines. Ensures compliance with applicable federal, state and local laws, rules, regulations, policies and pcedures; provides consultation regarding elder health issues; participates in development and administration of operating budgets; direts the preparation and submission of grant applications and proposals; participates in contract negotiations; develops, implements and evaluates aging and long term planning initiatives; keeps abreast of developing changes and trends regarding aging and long term care services; and provides guidance in planning and determining the direction of the program; oversees the development and implementation of client management system. Oversees elder service studies and the development of chanes and implementation of approved servcies; provides oversight and guidance for assigned staff; conducts performance appraisals and handles personnel issues in accordance with policies and procedures; provides technical expertise regarding assigned functions; establishes and maintains network and collaboration with elder service providers and health organizations; prepares technical reports; represents Department of Health regading aging and long term care matters. Performas other duties as may be assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• Master's Degree in Health Care Administration; Gerontology; Nursing, Public Health or closely related field; and (6) six years or progressively responsible administrative experience in a health care organization, two (2) years of which must have been in a supervisory capacity.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.
- FMIS/HRIS Certified (if not certified, must be certified within one year of hire date).

Physical requirements and work environment: Work involves a minimum of physical effort in an office setting.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of management practices and principles, strategic and budgeting planning.
Knowledge of program management and development; community agencies and services provided.
Knowledge of applicable federal, state and local laws, rules, regulations, policies and procedures.
Knowledge of the principles and practices of effective supervision and training.
Skill in analyzing and evaluating program services and preparing complex reports with statistical data.
Skill in conducting/participating in contract negations.
Ability to work independently, set priorities, organize and implement action plans.
Ability to analyze and address complex administrative, personnel and organizational issues.
Ability to maintain effective working relationship with employees, other organizations and the general public.
Ability to communicate effectively, orally and in writing.

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