

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH04311158 DATE POSTED: 12/07/15
POSITION NO: 948233 CLOSING DATE: 12/18/15
POSITION TITLE: Health Services Administrator (Aging and Long Term Care) (S)
DEPARTMENT NAME / WORKSITE: Navajo Area Aging on Aging - Window Rock, Arizona
WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB71A
WORK HOURS: 8 am- 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 73,507.20 PER ANNUM
SEASONAL: DURATION : _____ \$ 35.34 PER HOUR
TEMPORARY:

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, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

*A Doctorate in Health Care Administration, Nursing, Health or Closely related field.

*Two (2) years of experience in a clinical setting.

(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. Knowledge of 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 complex statistical and programmatic data. Skill directing, supervising and evaluation operations of health programs. Skill in computer applications for spreadsheets, word processing and databases. Skill in making presentations. Skill in 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 reports 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.

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