

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:A2.: DOH07214788

DATE POSTED: 12/15/17

POSITION NO: 941351

CLOSING DATE: OUF

POSITION TITLE: Behavioral Health Director

DEPARTMENT NAME / WORKSITE: Department of Behavioral Health Services/Regional Behavioral Health Authority/Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AJ71A-F

WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ \*DOE PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ \*DOE PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Responsible for the overall planning, development and administration of a holistic and culturally responsive behavioral health program, 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, accreditation standards, 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; supervises and administers employee 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; develops and maintains partnerships among local, tribal, federal and state stakeholders that strengthen the delivery of comprehensive integrated behavioral health services to meet community and regional needs; prepares required reports; attends meeting.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**OR**

a Doctorate degree in Behavioral Health, Psychology, Health Care Administration, Public Health, Medicine or a closely related field; and 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

**Special Requirements:**

- A favorable background investigation.
- Possess 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 Master's level (or higher) independent license for clinical practice.

***(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 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; skill in analyzing complex problems, evaluating alternative 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 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 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.

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