

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06411686 DATE POSTED: 03/28/16
POSITION NO: 242788 CLOSING DATE: 04/08/16
POSITION TITLE: Health Services Administrator (Temporary)
DEPARTMENT NAME / WORKSITE: Navajo Department of Health - Administration - Window Rock, AZ
WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AC71A
WORK HOURS: 8 am- 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 84,531.20 PER ANNUM
SEASONAL: DURATION : _____ \$ 40.64 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Directs the planning, development, implementation, administration and evaluation of comprehensive health care and prevention programs and activities; provides leadership to ensure understanding of and promote comprehensive health program objectives; oversees the development and expansion of programs including research, preventive medicine and public, community health programs; in coordination with the Division Director, develops and establishes short and long range goals, planning and implementing programs for the assigned areas, monitors the progress of programs; advises and consults with Division Director on the formulation and/or revision of policies, procedures, standards, protocols and guidelines.

Ensures compliance with applicable federal, state and local laws, rules, regulations, policies, and procedures; provides consultation to personnel regarding 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 health curriculum and instructional programs; keeps abreast of development and trends in curriculum and instruction 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 analytical, therapeutic, preventive and clinical studies; provides technical expertise regarding assigned functions; establishes and maintains network and collaboration with health organizations, the public and health professionals; prepares internal policies and procedures; prepares operational plans; and prepares required reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Health Care Administration, 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 degree in Health Care Administration, Nursing, Health or closely related field.

(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 budget 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 in directing, supervising and evaluating 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 prepare and maintain reports and financial reports. Ability to maintain effective working relationships with employees, other organizations and the 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.