

HEALTH SERVICES ADMINISTRATOR (AGING AND LONG TERM CARE)

DEFINITION: Under general direction, performs work of considerable difficulty in planning, developing and directing the administrative and specialized elder services including but not limited to health, nutrition, social/recreational services, physical exercise/activity, lifesaving and support referral services; develops and maintains relationships with local state, regional and national health and professional organizations and regulatory agencies; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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 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 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 takes 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; prepares required reports; represents Division of Health in aging and long term care related matter; delegated in the absence of the Division Director.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

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 programs and services.

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.

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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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

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

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.