

MEDICAL OFFICER (ADMINISTRATION)

DEFINITION: Under administrative direction, performs work of unusual difficulty in providing professional medical direction services to community or public health programs and projects of the Navajo Division of Health; plans, develops, coordinates and evaluates comprehensive community or public health services provided on the Navajo Nation; responsible for maintaining the highest standards of professional health and medical services; performs related work as assigned.

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

TASKS:

Provides guidance, direction and supervision to health care and medical professionals; exercises medical and/or public health managerial and professional responsibility in the planning, development, organization, integration, administration and evaluation of medical care, counseling, behavioral/mental health and case management; provides medical expertise in planning and establishing goals and policies to improve health care management activities; participates in provider network development; in coordination with local public health service areas plans and conducts patient care management conferences utilizing specialists; coordinates community/public health care services, including health promotion and disease prevention activities; ensures that strategic plans, mission and values are communicated and integrated into individual health care program goals, objectives, work plans, work product and services; conducts performance appraisals.

Provides training and/or arranges for training of team members; conducts and evaluates a comprehensive community/public health program; assists communities in planning and evaluating local health delivery systems throughout the Nation; oversees epidemiological and community surveys, field investigations and research studies to appraise health needs; provides training on the recognition of early symptoms of communicable disease and the importance of immunization or prevention measures; in collaboration with the local public health hospitals/clinics assists with immunization drives; collaborates with other health care professionals in the development of a multidisciplinary approach to providing care; ensures proper therapeutic measures are taken by the client as prescribed by appropriate professional which include the administration of medication, intravenous fluids, blood tests and treatment.

Ensures the development, updating and evaluation of standards of care and quality improvement monitoring is carried out; coordinates with available resources to provide social, emotional, educational, cultural and spiritual support to client/family; works with various tribal, federal, state and county health agencies, health boards and community organizations in planning health related activities; prepares and/or directs the preparation of specialized or highly complex reports, surveys or analysis; serves as Principal Investigator in medical or public health related research/evaluation projects; supervises and coordinates clinical programs and services; assists in the preparation of budget, modifications, resolutions and grant proposals; participates in education and training programs, and staff conference with clinical, nursing, support and administrative staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles, practices and standards of health and medical care/services.
Knowledge of management practices and principles, strategic and budget planning.
Knowledge of program management and development.
Knowledge of the Navajo tradition, culture and language.

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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 verbal and written communications and interpersonal communications.
Skill in directing, supervising and evaluating operations of health programs.
Skill in providing and overseeing diagnostic, preventive, services.
Ability to assign and review work of subordinates.
Ability to develop improvements in or design new work methods and procedures.
Ability to formulate and manage multi-disciplinary health care programs.
Ability to show sensitivity to clientele and lead and inspire others in public health services.
Ability to conduct business in a mature and emotionally stable manner.

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

MINIMUM QUALIFICATIONS:

- A Doctorate of Medicine or Doctor of Osteopathy; and four (4) years of residency training in the specialty of position to be filled.

PREFERRED QUALIFICATIONS:

- Three (3) years of experience in the specialty of the position to be filled.

SPECIAL REQUIREMENTS:

- Completion of approved residency training in specialty area of position.
- Possess a valid license to practice medicine in the State of Arizona, New Mexico, Utah or Colorado.
- Board certification in primary specialty.
- A favorable background investigation.

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.