

HEALTH SERVICES ADMINISTRATOR

DEFINITION: Under general direction, performs work of considerable difficulty in the planning, development and implementation, administration and evaluation of comprehensive health care and prevention programs and activities within the Department of Health; develops policies, procedures and standards for the management of the health, behavioral health and public health programs; oversees collaborations for research, studies and continued expansion to become a state-like health department; 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 health care and prevention programs and activities across Department of Health divisions; provides leadership in comprehensive public health and health initiatives and collaboration to ensure understanding of and to promote health program objectives; develops policies, procedures and standards for management of the health, behavioral health and public health programs; provides strategic guidance to Executive Director to formulate policies, guidelines, goals, objectives and organizational structure; prepares reports for formal presentation and for tribal, local, state and federal agencies; oversees the data management system for the department; oversees the development of performance of programs and health surveillance based on Navajo Nation health needs and issues; assists with tribal consultation locally, state and federally; oversees collaborations for research and studies and continued expansion to become a state-like health department; develops and implements health codes and enforces existing health laws to protect the Navajo People; oversees the day-to-day administrative operations of the NDOH executive office.

Ensures divisions are in compliance with applicable federal, state and local laws, rules, regulations, policies and procedures; provides consultation to personnel regarding health issues; participates in the development of operating budgets, grant applications, proposals and contract negotiations; advises on appropriate curriculum and evidence-based programs, including the integration of culturally relevant and practice-based strategies; 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.

Plans and administers work of assigned staff; conducts performance appraisals and staff development training; builds capacity and enhances public health infrastructure to maximize utilization of resources and workforce; implements third-party billing systems and reimbursement models; ensures coordination, collaboration and partnerships with internal and external public health and health services agencies/organizations; develops appropriate memorandum of understanding (MOU) for joint cooperation to enhance services; provides technical expertise regarding assigned functions; establishes and maintains network and collaboration with health organizations, the public and health professionals; represents Executive Director at hearings, board or general health meetings; delegated in the absence of the Executive Director.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of management practices and principles, strategic and budgeting planning.

Knowledge of health care and public health concepts, public health essential skills, health and public health accreditations.

Knowledge of program management and development and grants management.

Knowledge of community agencies and services provided.

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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 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 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.

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

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- A favorable background investigation.

PREFERRED QUALIFICATIONS:

- A Doctorate degree in Public Health, Health Care Administration, Public Administration or closely related field.

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.