

### **HEALTH SERVICES ADMINISTRATOR (BEHAVIORAL AND MENTAL HEALTH)**

**DEFINITION:** Under general direction, performs work of considerable difficulty in planning, developing and directing the management of a comprehensive behavioral health delivery system; leads in the development of internal policies impacting budget, fiscal management, personnel and public relations; oversees administrative operations through subordinate managers who possess technical expertise in their respective field; develops and maintains relationships with local state, regional and national health and professional organizations and regulatory agencies; reports to the Department of Health Division Director; 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 behavioral and mental health services and prevention programs and activities related to alcohol/substance abuse, mental health and domestic violence abuses; provides leadership to ensure understanding of and to promote comprehensive behavioral and mental health program objectives; oversees the development and expansion of programs including research, prevention and community education programs; develops and establishes short and long range goals; monitors the progress of programs; advises and consults with Division Director on the formulation and/or revision of policies, procedures, standards, protocols and guidelines; oversees the overall planning, development and implementation of behavioral and mental health service standards and quality control.

Ensures compliance with applicable federal, state and local laws, rules, regulations, policies and procedures; provides consultation to personnel regarding behavioral health issues; develops and administers operating budgets; directs the preparation and submission of grant applications and proposals, and contract negotiations; negotiates with federal and state funding agencies in securing federal and state grants and funds; responsible for the administration and compliance of external fund agreements, including terms and condition of agreements; develops, implements and evaluates behavioral and mental health curriculum and instructional programs; keeps abreast of development and trends in curriculum and instruction; provides leadership in determining comprehensive behavioral and mental health program direction and improvement; oversees the development and implementation of client management system.

Oversees the development and implementation of behavioral and mental health related studies, surveillance and assessments; 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 behavioral and mental health providers and organizations; prepares required reports; represents Department of Health in behavioral and mental health related matters; may be 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 licensing and contract standards.

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.

Knowledge of administrative and clinical functions in the behavioral and mental health delivery system.

Skill in analyzing programs and services.

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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 apply health care management practices in directing a behavioral health care delivery system. Ability to provide leadership in a multi-cultural and multi-service environment.  
Ability to analyze, evaluate and make decisions.  
Ability to manage multiple tasks and supervise various levels of staff.  
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 reports and financial reports.  
Ability to maintain confidentiality and exhibit mature judgment and emotional stability.  
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 Services Administration, Public Health, Psychology, Behavioral Health or Social Work; and six (6) years of progressively responsible administrative and/or clinical experience in a health care organization, four (4) years of which must have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.
- A favorable background investigation.
- Possess valid State Counseling licensure in Substance Abuse, Mental Health or Behavioral Health.

**PREFERRED QUALIFICATIONS:**

- A Doctorate degree in Public Health, Health Care Administration, Psychology, Behavioral Health, Social Work.
- Two (2) years extensive development experience in a behavioral or mental health clinical environment.

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.