

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: Health Services Director **EMPLOYMENT TERM:** Full Year
DIVISION: Health Services **DEPARTMENT:** Administration
EXEMPT/NON-EXEMPT: Exempt **FUNDING SOURCE:** IHS 93-638 Contract

QUALIFICATIONS:

Minimum requirements for hiring in this position:

- Master’s degree in Public Health Administration, Health Administration, or a related health profession from a recognized College or University.
- Five or more years experience in management, administration or supervision in a health care facility with an aggregate budget of \$1,000,000 or more.
- Working knowledge and ability to interpret and apply Federal Law and Regulations governing rural ambulatory health services.
- The ability to effectively communicate orally and in writing.
- Adept at interpreting written material.
- Demonstrated ability to relate to professionals, paraprofessionals, and community people in a bi-cultural setting.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

ADDITIONAL PREFERENCE:

- Familiarity with Indian Self-Determination contracting and Indian Health Services system preferred.
- Ability to fluently speak both Navajo and English.
- Successful experience as an administrator in charge of a Private, State, or US Government Primary Health Care Clinic, or PL 93-638 Health Services contract.
- Ability to supervise a large contingent of professional and non-professional health care persons, and to follow established policy requirements and guidelines. Expert knowledge on budgetary or financial management processes.

SUPERVISED BY: Executive Director
SUPERVISES: All Clinical Faculty and Staff
PAY RANGE: Grade **R** on the General Salary scale
WORKING HOURS: 8:00 am to 5:00 pm
LUNCH HOUR: 12:00 to 1:00 pm

POSITION GOAL:

The purpose of this position is to administer the Health Clinic to advance the health status of the Alamo Navajo people by providing comprehensive administrative services to the health service programs. To maximize the services provided for the community and raise the competency of local community members employed by the clinic programs to the highest level.

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DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board, Inc. Policies and Procedures, and Health Clinic requirements.
2. Represents Alamo Navajo School Board Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
3. Protects the confidentiality of client and program information.
4. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current topics and advancements.
5. Coordinates as appropriate with other administrators in the implementation, monitoring, development and evaluation of initial program developments.
6. Program Management Duties: Manages the program(s) assigned, in accordance with all applicable laws and regulations and in keeping with commitments of the Alamo Navajo School Board in related funding documents, as follows:
 - A. In consultation with the Executive Director, develops, or causes to be developed, appropriate proposal documents and/or initial funding, program expansion and improvement, and/or continuing funding by the appropriate funding agencies, of Alamo Health Center programs:
 - 1) Conducts needs assessments, as appropriate;
 - 2) Consults with Health Services program staff and clients on proposed services and use of resources;
 - 3) Prepares proposed budgets, plans of operation, staffing patterns, position descriptions with appropriate qualifications, and other documents required by each funding agency involved;
 - 4) Submits proposals for review and approval by Alamo Navajo School Board officials, sufficiently in advance of the legal deadlines for submission to the funding agency to allow for appropriate study, revision as needed, and approval actions.
 - B. Implements, or causes to be implemented all approved program or project activities funded, including:
 - 1) Coordinates the recruitment and selection process for all vacant employee positions with the Human Resources Director and Director of Administration;
 - 2) Holds briefings and/or trains staff in the obligations of the ANSB Inc. to the funding agency and client population, and applicable requirements of law and regulation;
 - 3) Monitors the performance of subordinate employees, and accomplishment of program or project objectives and goals;
 - 4) Coordinates health service activities with the school and community service programs of ANSB;
 - 5) Assures the provision of appropriate training for staff within budget limitations;
 - 6) Assures the keeping of all required records in a manner which documents performance and accomplishments of the above;
 - 7) Causes the preparation and submission to Alamo Navajo School Board and community agencies, or required progress and final reports, for submission to relevant funding agencies;

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- 8) Represents the Division to other ANSB officials, members of the community, and funding agencies, in resolving operating problems and effectively managing the use of the Health Services resources.
- C) Resource Management: Takes primary responsibility for managing Health Services Division resources, funds and expenditures, in accordance with approved budgets, including:
 - 1) Reviews financial reports for all programs and projects in the Health Services Division, to determine the need for re-programming of funds, constraints on spending, and similar financial management initiatives;
 - 2) Approves optional expenditures to keep spending within budget line item amounts.
 - 3) Initiates budget amendment requests, both within the ANSB Inc. administrative structure and Board approval procedures, and (if approved there) with the appropriate funding agencies, when it becomes apparent that there are excess funds in particular line items, or that the need for funds in particular line items exceeds the need for funds in others.
 - 4) Implements approved budget amendments, where necessary initiating personnel or trainee lay-off, travel freezes, and other constraints on spending.
 - 5) Assures the program or project equipment and/or other resources are used for the purposes for which provided.
- D) Personnel Management: Supervises Health Services Division staff and trainees, through a chain of command where appropriate, in carrying out the terms of program or project funding agreements, including the following:
 - 1) Provides day-to-day direction and instruction in duties.
 - 2) Schedules key events and duty tours of staff.
 - 3) Evaluates staff performance of duties.
 - 4) Approves requests for formal training within program or project resources as necessary to improve employee performance on the job.
 - 5) Adjusts the duties of employees to assure maximum use of the time, knowledge and skills of each staff member.
 - 6) Implements the progressive disciplinary procedures of Alamo Navajo School Board in dealing with incidents of employee misbehavior or failure to perform assigned duties.
 - 7) Approves or denies employee and trainee travel requests in accordance with Alamo Navajo School Board policy and procedures and the requirements of the Health Services Division program.
 - 8) Assures the accuracy of employee and trainee timekeeping records for payroll purposes.
 - 9) Implements Alamo Navajo School Board grievance procedures to deal with employee complaints and conflicts in an orderly and productive manner.
7. Represents the Health Services Division's programs to clients and members of the public in a manner which reflects credit to Alamo Navajo School Board, and enhances community understanding of both the limitations and accomplishments of the Division.
8. Performs other duties as may be assigned by the supervisor.

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SPECIAL CONDITIONS:

Position is subject by law to fingerprinting and a criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

ACCEPTANCE:

_____ Date

Employee

_____ Date

Supervisor