

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

**TITLE:** Assistant Health Services Director **EMPLOYMENT TERM:** 12 Month Full-Time

**DIVISION:** Health Services

**DEPARTMENT:** Clinic/Administration

**EXEMPT/NON-EXEMPT:** Exempt

**FUNDING SOURCE:** IHS Contract

**QUALIFICATIONS:**

1. A Master's degree in Business Administration, Public Health, Health Administration or a related health profession from a recognized college or university, with three years of experience in management and/or administration or a combination of education and qualifying experience can be considered.
2. Knowledge of Federal law and regulations governing Indian Health Services, and Medicaid/Medicare preferred. Experience with Indian Self-Determination Act contracting and the Indian Health Service preferred.
3. Knowledge of and experience with participation in an accreditation process for a health care facility such as JCAHO or AAAHC highly desired or familiarity with any accreditation organization.
4. Interest in community development with a public health perspective and an ability to relate to professionals, paraprofessionals and community people in a bicultural setting.
5. Ability to supervise a variety of health care workers in the operation of an ambulatory primary care health center under the auspices of the Health Services Director and the elected Alamo Navajo School Board.
6. Experience with budgeting for all aspects of a health care operation including knowledge of financial management processes and indirect costs, and an ability to deal with organizational and external agency contractual, grant, and regulatory compliance issues or similar experience.

**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 Tribal Code.

**SUPERVISED BY:** Health Services Director

**SUPERVISES:** Medical Director, Dentist, Behavioral Health Services Coordinator, Environmental Health and Safety Officer, Billing Manager, Clinic Application Coordinator, Administrative Support Staff, Contractual services.

**PAY RANGE:** Grade P, ANSB General Salary Scale

**WORKING HOURS:** Normal hours 8 AM to 5 PM Monday through Wednesday,  
8 AM - 7 PM Thursday, 8 AM – 3 PM Friday.

**LUNCH HOUR:** One hour, flexible

**POSITION GOAL:** To improve the health status of the Alamo Navajo people by continuous improvement of the health services provided; to coordinate and oversee the process leading to accreditation of the Alamo Navajo Health Center by the AAAHC; to administer and manage the day to day operations of the Alamo Navajo Health Center; to raise the competency of local community members employed at the Alamo Navajo Health Center to the highest level possible.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible overall for the assignment of duties and the scheduling of staff for meeting the workload demand of the clinic; approves/disapproves leave and evaluates employees under his/her direct supervision.
2. Coordinates and oversees a process within the clinic that will meet the standards of the AAAHC in achieving accreditation; responsible for structuring and providing guidance to clinic committees and individuals who will provide the staff work in areas that include, but are not limited to, quality assurance and improvement, infection control, safety, risk management.
3. Responsible overall for staff development and providing a structured training program as indicated; reviews and approves/disapproves all requests for travel/training consistent with the needs of the program and individual staff development and logs all approved requests for a monthly report to the Board.
4. Responsible overall for materials management including the lease/purchase, maintenance and operation of program vehicles and equipment, and the ordering of supplies; reviews and approves/disapproves all Purchase Requisitions for supplies and other materials requests before forwarding to the Division Director per ANSB procurement procedures.
5. Assists the Division Director in developing, reviewing, and revising position descriptions in concert with supervisors and staff to meet the needs of the program; requests through the Division Director advertisement of vacant or new positions; conducts or oversees the interviewing, ranking and recommendation of applicants for vacant positions per the ANSB Personnel Policy Manual; processes Personnel Action forms for approval; assures the completion of annual evaluations of all staff.
6. Assists the Division Director in planning and formulating annual budgets for operating contracts and grants.
7. Assists the Division Director in the development, review, and revision of operating policies and procedures for the ANHC consistent with ANSB organizational policies and procedures; responsible for assuring that specialized policies and procedures are in place for pharmacy, lab, x-ray, EMS, dental, etc., as indicated.
8. Oversees Clinic Application Coordinator to make sure Greenway is functioning to track workload and patient information for planning, reporting, and quality assurance activities; assures utilization of, and training in Greenway by individual staff as appropriate.
9. Responsible overall for maintaining the third party billing function of the clinic for Medicaid, Medicare, and private insurance in order to maximize collections; monitors revenue billing and collection on monthly basis.
10. Serves as the clinic's Health Insurance Portability and Accountability Act (HIPAA) officer. Responsible for the development of and policies and procedures as they relate to HIPAA compliance for the Clinic. Serves as the primary contact for HIPAA complaints.
11. Works with staffing agencies to provide Locum coverage for Medical staff vacancies.
12. Assures Internet Technology (IT) is functional and addresses issues with IT contracts.
13. Oversee and assure all health professionals have credentials.
14. Chairs the QA/QI staff committee.
15. Investigates all customer/patient complaints on a timely basis.
16. Assists the Division Director in preparing required reports, particularly the annual report due under the IHS contract.
17. Assists the Division Director with other administrative tasks and performs other duties as assigned.
18. In absence of the Health Services Director, the Assistant Director will be acting Director.

**SPECIAL CONDITIONS:**

1. This is a child sensitive position subject by law to finger printing and a criminal/character background investigation.
2. Pursuant to Resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community boundaries on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary

responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.

3. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used by the Board to pay the Employee's salary and benefits unless he Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the Provision of services to non-IHS beneficiaries.
4. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this position description, the employment contract and the Board's Indian Self-Determination Agreement, should be reported by the Employee immediately to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

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

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

_____ Employee	_____ Date
_____ Immediate Supervisor	_____ Date

Board Approved: 3/23/2017