



Native Americans for Community Action, Inc.

www.nacainc.org

MAIN OFFICE

2717 N. Steves Blvd., Suite 11
Flagstaff, Arizona 86004

FAMILY HEALTH CENTER

1500 E. Cedar Ave., Suite 26
Flagstaff, Arizona 86004

Director of Operations (Family Health & Wellness Center)

Salary: \$65,000 annually
Job Type: Full-time (Exempt)
Closing Date: Open Until Filled

Essential Duties:

- Designs, develops, improves, and implements Clinic Programs that are motivational, innovative, enjoyable, and effective in bringing about improved health status for program participants, their family members, and the community at-large.
- Ensures the Health Clinic and Health Promotion Program goals and objectives are met; oversees and monitors multiple budgets; generates grant reports; collects and assesses quantitative data; evaluates program effectiveness utilizing best case practice, empirical measures at baseline and at various predetermined time points for outcome measures.
- Develops program protocol and related procedures for facilitating collaborative processes among providers and other staff within the Family Health Center.
- Establishes and implements short and long range departmental goals, objectives, policies and operating procedures.
- Develops annual operating budgets and manages them throughout the year to maintain budgets.
- Oversees the preparation, maintenance, and acquisition of patient documentation, files and records.
- Complete the annual UDS report and quarterly GPRA reports.
- Responsible for the Monthly and Annual Patient Satisfaction survey.
- Participates in community Task Force and committees as assignee.
- Participate in the organization Quality Improvement Program through incident reporting and identifying opportunities for improvement.
- Performs other duties as assigned.

Minimum Requirement:

Master's Degree in health and/or human services, healthcare administration or related field and four (4) or more years of previous experience administered and/or managing health program(s); Or equivalent field with equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Must pass Level I Fingerprint Clearance Card and background check.

Knowledge, Skill and Abilities:

- Extensive knowledge of effective supervision of staff.
- Knowledge of population Health Management and Integration.
- Skill in preparing and submitting budgets and financial reporting including grant funding.
- Knowledge of population Health Management and Integration.
- Strong organizational and leadership skills.

*Must complete and submit an NACA, Inc. Employment Application, Letter of Interest and Resume. Application can be obtained through website www.nacainc.org. Any question, please contact Human Resources at (928)526-2968.

Employer exercises EEOC and Indian preference in accordance with the Indian Preference Act (Title 25, US Code, Sections 44-46, 472 and 272). If you wish to exercise Indian Preference and you are a registered member of a federally or state recognized tribe, attach copy of tribal Certificate of Indian Blood (CIB).