



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: KFWC Director

SALARY RANGE: \$58,954-94,327 annually

DEPARTMENT: KFWC

POSITION STATUS: FT Exempt

SUPERVISOR: Everett Chavez

JOB POSTING ID: KFWC-0015

Open until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

BASIC PURPOSE:

Incumbent in this position is responsible to provide day-to-day management and supervision of Kewa Family Wellness Center (KFWC) including: staff coordination, delegation and planning; program administration, budgeting, and reporting; program analysis and internal problem solving; staff training and team building; policy interpretation and implementation; event planning, coordination, and collaboration with other programs; fostering good public relations with community, tribal administration other tribal programs, and other public and private agencies, etc.; staff and program assessment and evaluation regarding the coordination and delegation of work/assignments, staff coverage, and performance of clinical, support, and administrative staff at (KFWC).

ESSENTIAL FUNCTIONS:

- Establishes, with the Tribal Administrator, long-term operating objectives and financial goals.
- Analyzes operations of all assigned department to ensure that their operations are efficient, are in harmony with overall tribal programs strategy, and are meeting their goals for contribution to services.
- Reviews financial reports and works with staff to make changes to increase services, revenue through grant writing, and reduce operating expenses and implementing 3rd party billing systems.
- Implement effective 3rd party billing system to generate additional revenue.
- Creates and manages budgets for all programs in the department, many of which have multiple funding streams.
- Prepares realistic project proposals and plans to ascertain meeting the needs of the community, within the time frame and funding allocation; and determines methods and procedures for accomplishing project staffing and allocation requirements.
- Supervises a multi-disciplinary staff of clinicians, outreach service and other providers; meets with staff regularly regarding case progress, and related matters for the purpose of promoting and evaluating professional development and assuring quality of care, as well as reviewing work in progress.
- Coordinates the assignment of cases with Clinical Supervisor, conducts staff meetings and provides training; schedules staff to provide for clinic coverage; evaluates work performance; assists in progressive disciplinary proceedings.
- Manage recovery program and/or techniques for working with chemically dependent clients and/or clients who have co-occurring disorders.
- Provide psycho-therapeutic and psycho-educational services and group facilitation and mediation services.
- Refers more complex cases and assists in the performing of a variety of direct clinical, diagnostic, treatment, and outreach services.
- Conducts periodic general public meetings for target group and interested residents to report on progress, accomplishments and projected plans; conducts needs assessment and encourage general public involvement and coordination.
- Reviews performance of each operating entity, analyzes results and develops internal controls to ensure efficient and sustainable operation.
- Monitors performances, hires and fires staff as necessary, with the consent and approval of Human Resources, for the well-being of the Santo Domingo Tribe and in accordance with Santo Domingo policies and procedures.

- Prepare and periodically present reports concerning activities, expenses, budgets, program progress and challenges, government statutes and rulings, and other items affecting businesses or program services to Tribal Council.
- Report periodically to tribal council non program progress and challenges.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to cash transactions, handling, tracking of budgets/grants, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Collect and Organize Information:** Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.
- **Planning and Evaluation:** Incumbents in this job need to be able to manage multiple projects, coordinate with respect to outcomes and objectives, create and follow a set path in order to achieve a goal, and to determine the effectiveness of a given plan and make changes as need dictates.
- **Accounting:** Incumbents in this job have to possess general knowledge of accounting principles and practices, financial markets, banking, and analysis and reporting of financial data.

MINIMUM QUALIFICATIONS

- Master's Degree; Psychology or related field with a minimum of (5) five years' experience in administrative management; OR a combination of education and experience.
- (LPCC, LI/CSW, LMHC and LMSW) in the state of New Mexico. Independent license with capability to provide clinical supervision.
- Excellent grant writing, budget and managerial skills to coordinate a multifunctional organization.
- Excellent oral and written communication skills to focus the efforts of entire staff to meet the Santo Domingo Tribe goals.
- Tribal Government experience preferred.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **KFWC Director – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume

