



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Community Health Representative Mgr

SALARY RANGE: TBD, DOE

DEPARTMENT: CHR

POSITION STATUS: Full-Time

PERIOD TO APPLY: Open till filled

FLSA STATUS: Exempt

SUPERVISOR: Herman Sanchez

JOB POSTING ID: TPA 19411

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:

The Community Health Representative Manager is responsible for the day to day coordination, improvement and overall operation of the Community Health Representative Program throughout Santo Domingo Pueblo. Coordination between the CHR department and other Tribal Programs, Indian Health Services, Public Health Nurses and the Santo Domingo Health Clinic to increase community knowledge of Disease prevention, Health education, Nutrition education, Diabetes education, to assist the chronic and acute disease related follow-ups, provide Emergency Response to medical and environmental emergencies, transportation to medical appointments, 3rd party billing, grant writing, and grant management. Foster relationships between community organizations, neighboring tribes, and public agencies to provide opportunities for community members.

TYPICAL FUNCTIONS:

- Overall responsibility for CHR Program operation, staffing and success.
- Oversight of programmatic and administrative operation of the CHR Program - grants management, budget formulation, 3rd party billing and staff management.
- Monitors all aspects of program operations to ensure adherence to grant and contract requirements.
- Identifies and prioritizes program and community needs related to community health prevention; establishes and maintains a high level of service goals and objectives; creates action plans to achieve goals and objectives.
- Create and foster positive and collaborative relations with new and existing tribal and non-tribal organizations and agencies.
- Responsible for ongoing communication with funding sources i.e. attend grantee meetings, facilitate grant site visits, attend monthly/quarter grant conference calls.
- Assist the KFWC Director seeking and researching grant funding and 3rd party billing opportunities.
- Gather information and analyze data for the purpose of evaluating and adjusting program when necessary in accordance with funding program requirements.
- Assists in the development and collection of surveys, data and other program specific information to define problems and issues, identify and contact resources, and to prioritize and implement action plans.

- Maintains professional and technical knowledge by attending seminars, educational workshops, classes and conferences.
- Coordinate staff schedules, and resources to maximize program efficiency and delivery goals for each grant as required.
- Performs other duties as required or 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 HIPAA and other confidential information, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation:** All Santo Domingo Tribe employees must be able to develop a clear understanding of clients' needs and goals while maintaining clear communication with clients' regarding meeting their expectations. Must follow through and respond to clients' requests and inform them of action taken in a courteous, professional manner.
- **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.
- **Interpersonal Skills (Working with Others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS:

- Certified Prevention Manager or Associates Degree in human services, psychology, sociology or a related field, or 3-5 years equivalent work experience in substance abuse, alcohol and/or suicide prevention.
- 1-year supervisory experience preferably.
- Excellent data analysis skills, writing and communication skills.
- Ability to work a variable schedule as duties require, including evenings, holidays and weekends.
- Advanced knowledge using Microsoft Office – Word, Excel, and PowerPoint.
- Experience in public speaking and networking.
- Fluency in the Keres language is preferred.
- Must be able to successfully pass a drug/alcohol screen and background investigation.
- Valid driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.