



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Kewa House Manager

SALARY RANGE: \$50,000-\$60,000/year

DEPARTMENT: Kewa House

POSITION STATUS: Full Time Exempt

SUPERVISOR: KFWC Director

JOB POSTING ID: KH-31212

Accepting applications: 12.14.22-12.31.22

Santo Domingo Pueblo 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:

Responsible for overseeing program management development, grant management, financial, daily operations, and service delivery to the Kewa House – Emergency Youth Shelter. This position works to engage and support youth ages 1 – 17 years old in a positive, healthy environment. This position will coordinate and facilitate activities with youth while working closely with programs provided by the Kewa Family Wellness Center and other tribal programs. Incumbent will be responsible for providing supervision and management of program to assure quality of services. This person will supervise other Kewa House personnel and provide leadership/coordination for multiple on and offsite activities.

ESSENTIAL FUNCTIONS:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Work in a shared decision-making team environment with time shared between multiple programs.
- Supervise other Kewa House staff and make certain that the Kewa House facility is clean, in good repair and appropriately utilized.
- Create a monthly schedule of activities.
- Grant Management, ensure compliance with all requirements of funders of Kewa House, including grant reporting: maintaining files, tracking data, report cards, and enrollment numbers Coordinate and implement a youth development curriculum.
- Works closely with the shelter team to plan individual and group age-appropriate therapeutic enrichment activities in program areas: Education, Cultural Enrichment, Health/Nutrition/Physical Fitness, Arts, and Life Skills, that actively engage and educate youth.
- Coordinates with local and outside agencies for continuous programs and activities.
- Maintains and updates residents case file, incident reports, daily staff logs, vehicle logs, telephone log in accordance with Kewa House policies and procedures.
- Participates in individual case staffing and consultations with all program staff and referring agency.
- Ensures compliance with Kewa House standards and security safeguards (i.e., room checks, perimeter walks, facility/room searches, ongoing visual checks).

- Maintains cooperative professional relationships and promotes teamwork with co-workers, supervisors, agency administrators, stakeholders, and the community, while projecting a professional image through in-person and telephone interaction.
- May provide outreach to the community, as needed, including presentations, manning a booth for public education, etc.
- Ensure effective systems to track youth development and outcomes; regularly evaluate program components to ensure that the requirements of funders are met and that outcomes measurements are produced that can be effectively communicated to funders, and other stakeholders and that can be used to drive program improvement.
- Help to establish Third party billing
- Attend trainings, conferences and community meetings relating to Kewa House programs; Create and find training opportunities for Kewa House staff and/or students.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, federal HIPAA guidelines, and proper behavior between staff, residents, parents, and vendors. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Pueblo employees must be competent in working effectively with department members and members of other departments 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**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **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:

- Associated Degree and/or equivalent (4) years' experience working with youth.
- CPR/First Aid/AED.
- Food Handler's certification or must be certified within first 90 days of employment.
- Knowledgeable in the area of trauma informed approaches and crises intervention.
- Knowledgeable in the areas of child abuse/neglect, sexual abuse, foster care issues and protocol/procedures.
- Previous experience with Native American youth preferred; must be sensitive to tribal customs and traditions and work with a diverse clientele.

- Excellent listening, oral and written communication skills that will enable you to work with high-risk youth and families and to focus the efforts on client's well-being and to meet Santo Domingo Tribe goals and objectives.
- Self-Starter, able to make decisions independently.
- 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.
- Covid-19 vaccination required. Reasonable accommodation considered.

HOW TO APPLY

Please submit complete application packet.

- By email: HR@kewa-nsn.us, subject line: **Kewa House Manager – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- Online: santodomingotribe.org
- By fax: (505) 715-4416 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 Pueblo Employment Application (available at santodomingotribe.org/careers)
- Resume
- Cover letter
- Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.