



## Human Resources Department Pueblo of Santo Domingo

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### **JOB ANNOUNCEMENT**

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**POSITION TITLE:** KFWC Director

**SALARY RANGE:** \$85,000-\$110,000

**DEPARTMENT:** Kewa Family Wellness Center

**POSITION STATUS:** Full Time Exempt

**SUPERVISOR:** Tribal Programs Administrator

**Accepting applications:** until filled

*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:**

This position is responsible for the 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; Grant supervision, budgeting, sourcing and writing, 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). Incumbent should have strong knowledge and experience working with tribal communities and populations, and the unique multi-disciplinary, multi-cultural aspects and approachable.

#### **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.
- Provides Grant supervision, budgeting, reporting.
- Research's available grants and writes both ongoing and new Grant requests to multiple agencies for all programs covered under the Kewa Family Wellness Center umbrella.
- Reviews financial reports and works with staff to make changes to increase services, revenue through grant writing, and reduce operating expenses and implementing 3<sup>rd</sup> party billing systems.
- Implement effective 3<sup>rd</sup> party billing system to generate additional revenue.
- Creates and manages budgets for all programs in the department, all 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 public meetings for target group and interested residents to report on progress, accomplishments, and projected plans; conducts need assessment and encourage general public involvement and coordination.
- Review 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 Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to HIPAA confidentiality, handling, tracking of budgets/grants, and proper behavior between staff and clients. 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 leadership and staff 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.

- **Manage Resources**

Incumbent must be able to hire, provide direction to and develop internal personnel; identify strategic issues and develop short/long-range plans; provide direction to and manage department heads and related personnel; grant writing, budget and prioritize workload; identify key factors affecting personnel; and develop effective programs to maximize 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. Incumbent should have strong multi-disciplinary sensitivity to the Native American culture while working within tribal communities and its members.

## **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 Pueblo goals.
- Tribal Government experience preferred.
- Must be able to satisfactorily pass a background check.
- Valid driver's license with ability to meet Santo Domingo Pueblo 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: **KFWC Director – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- Online: [Careers - \(santodomingotribe.org\)](https://www.santodomingotribe.org/careers)
- 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](http://santodomingotribe.org/careers))
- Resume
- Cover letter
- Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.