



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Wellness Project Director

Summary: The Wellness Project Director is a full-time position (1 FTE) within the Chickahominy Tribal Health Services Department and is a 5-year position contingent upon grant funding. S/he will be responsible for the Centers for Disease Control (CDC) Tribal Practices for Wellness in Indian Country Grant. This position will implement culturally based health and wellness education and events to promote healthy lifestyles and longevity within the Tribal community. Grant administration responsibilities include monitoring and evaluation, the compilation of quarterly reports, and financial reporting. S/he will also act as the main liaison between the Tribal Government and Tribal community to regularly report project progress. The Wellness Project Director will work with various Tribal departments and partner agencies to ensure the goals and activities of the grant are fulfilled, as well as oversee the work of Program Specialists and Program Advisory Committee. S/he will have access to trainings and support to develop Knowledge, Skills, and Abilities (KSA) in the program areas of health assessment, agency data, and grants management. This position reports to the Deputy Tribal Administrator.

Salary and Benefits: The salary range for this position is \$60,000 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, eligibility for AFLAC, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

Work Location: Charles City County, VA (some telework may be possible as work responsibility/schedule permits)

Position Responsibilities:

- Directs the work of the Program Specialists;
- Monitors and evaluates key project activities, goals, and milestones;
- Performs all grant reporting (approx. +/- 10% of workload);
- Maintains, monitors, and tracks appropriate Financial, Procurement, and Property Management Records to report grant expenses;
- Coordinates with Program Office staff to prepare and present grant progress reports to the Tribal Government and Tribal community;
- Works with Project Consultant and Program Management and Compliance Office in developing and implementing activities that incorporate opportunities to learn about traditional healthy food, physical activities, and lifestyle practices to enhance mental and emotional well-being;



- Implements family-centered community activities and events working with community members and partners that teach, build upon, celebrate, and strengthen cultural and traditional practices and teachings;
- Develops and distributes health, wellness, and nutrition education;
- Community engagement via events, newsletters, and website/social media postings;
- Enhances, strengthens, and/or increases traditional knowledge and history that supports contemporary physical activities at home, in school, at worksites, and at cultural and community events;
- Collaborates with individuals, departments, and agencies including but not limited to the Tribe's Health and Wellness Coordinator, Environmental Office, Project Management and Compliance Office, the CDC, and other community agencies to carryout activities and events;
- Other duties as assigned.

Position Requirements:

- Excellent written and oral communication skills;
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint).
- Ability to work effectively with Tribal Government, citizens, and departments, as well as outside agencies and organizations, including local, state, and federal agencies;
- Ability to maintain confidentiality;
- Ability to travel as needed;
- Ability to work remotely as needed;
- Ability to work non-traditional hours as needed (evenings, weekends, etc.);
- Ability to review and manage the work products of others to ensure standards are upheld;
- Ability to compile and analyze technical and statistical data and information;
- Ability to prepare reports and correspondence;
- Ability to understand and comply with federal, state, local, and tribal laws and regulations concerning grant administration.



Position Qualifications:

- A minimum of an Associate's degree in Public/Community Health, Human Services, Health Education, or similar field with 3 years' professional experience, or minimum certification as a Licensed Practical Nurse (LPN) from an accredited institution with 3 years' professional experience;
- Any combination of experience, education, or training that would support the required knowledge and abilities is also qualifying;
- Experience with program/grant management is a plus;
- Experience working with Tribes is a plus.

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Applications must be received no later than 5:00 p.m. edt on August 16, 2022.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:
Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Rd
Providence Forge, VA 23140
- Applications may also be emailed to Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 - Chickahominy Indian Tribal Citizen
 - Citizens of other federally recognized Indian Tribes
 - General applicants