



## Chickahominy Indian Tribe Vacancy Announcement

**Open Position:** Health and Wellness Services Director

**Position Location:** Charles City, Virginia (potential for some telework flexibility)

**Summary:** The Health and Wellness Services Director is a full-time position (1 FTE) within the Chickahominy Tribal Health Services Department, contingent upon grant funding. S/he will be responsible for the oversight of the Tribe's health and wellness staff and associated grants, to include the Special Diabetes Program for Indian (SDPI). This position will implement 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. The Health and Wellness Services Director will work with various Tribal departments and partner agencies to ensure the goals and activities of the department are fulfilled. This position reports to the Tribal Administrator.

### Position Responsibilities:

- Direct and oversee the work of health and wellness staff;
- Interact with outside agencies to foster collaboration and partnerships related to health and wellness initiatives and activities;
- Participate in meetings and training to stay abreast of health and wellness best practices;
- Assist with the planning and implementation of health and wellness activities and events, to include vaccine clinics, blood drives, exercise classes, etc.
- Monitors and evaluates key project activities, goals, and milestones;
- Performs all grant management and reporting;
- Maintains, monitors, and tracks appropriate financial, procurement, and property management records to report grant expenses;
- Works with Tribal consultant to ensure grant progress and deliverables are met;
- Prepare and present health and wellness updates during Tribal citizen meetings;
- Community engagement via events, newsletters, and website/social media postings;
- Other duties as assigned.

### Position Requirements:

- Excellent written and oral communication skills;
- Ability to effectively supervise others;
- 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 and/or attend training as needed;
- Ability to work remotely as needed;

- Ability to work nontraditional 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 degree in Public/Community Health, Human Services, Health Education, or similar field with 3+ years' professional experience in such field;
- Experience as a supervisor or manager;
- Experience with program/grant management is a plus;
- Experience working with Tribes is a plus;
- Any combination of experience, education, or training that would support the required knowledge and abilities is also qualifying;

**Salary and Benefits:** The salary range for this position is \$60-\$65k per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Health insurance (partial employer contribution) and additional voluntary benefits (employee expense) are available for eligible employees working 30 or more hours per week.

#### **Application Process:**

- Applicants must submit a completed job application, cover letter, and resume.
- Applications will be accepted until the position is filled.
- 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](mailto: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