



## Chickahominy Indian Tribe Vacancy Announcement

**Open Position:** SAMHSA Native Connections Program Manager

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

**Summary:** The Program Manager is a full-time position (1 FTE) within the Chickahominy Tribal Health and Wellness Department. They will be responsible for the oversight of the Tribe's Substance Abuse and Mental Health Services Administration (SAMHSA) Native Connections grant programming and delivery. This position will implement mental health and wellness education, suicide awareness activities, suicide prevention training, and suicide "postvention" instructional events to address the causes and ramifications of suicide in the Tribal community. Grant administration responsibilities include monitoring and evaluation, the compilation of quarterly reports, and financial reporting. The Chickahominy Native Connections Program Manager will collaborate with various Tribal departments and external partner agencies to ensure the goals and activities of the grant are fulfilled. This position reports to the Tribal Health and Wellness Director.

### Position Responsibilities:

- Direct and oversee the work of a SAMHSA Native Connections Program Specialist;
- Interact with outside agencies to foster collaboration and partnerships related to Circles of Grace initiatives and activities;
- Participate in meetings and trainings to stay abreast of mental health and wellness best practices;
- Assist with the planning and implementation of mental health and wellness services, activities, and events, to include mental health and wellness training, activities that are associated with protective factors, suicide prevention and postvention services, etc.
- Monitor and evaluate key program activities, goals, and milestones;
- Perform all grant management and reporting;
- Maintain, monitor, and track appropriate financial, procurement, and property management records to report grant expenses;
- Work 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, Teams);
- 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 (<25%);
- Ability to work remotely as directed;
- 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;
- Must be willing to complete a criminal background check and verification of driving record.

### **Position Qualifications:**

- A minimum of a bachelor's degree in Public/Community Health, Human Services, Health Education, Psychology or similar field;
- 3+ years' professional experience in such field;
- Experience as a supervisor or manager preferred, but not required;
- Experience with program/grant management is a plus;
- Experience working with Tribes is a bonus, but not a prerequisite;
- Qualifying combinations of experience, education, and/or training that would satisfy the minimum requirements are at the discretion of the hiring manager.

**Salary and Benefits:** The salary range for this position is \$55-\$60k 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