



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Health & Wellness Director

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

Summary: The Health and Wellness Director (HWD) is a full-time position (1 FTE) within the Chickahominy Tribal Health Services Department, contingent upon grant funding. The HWD will be responsible for the oversight of the Tribe's health and wellness staff and associated grants. The HWD will oversee the implementation of health and wellness education and events to promote healthy lifestyles and longevity within the Tribal community. The HWD will oversee grant administration to ensure program managers are fulfilling grant responsibilities that include monitoring and evaluation, the compilation of quarterly reports, and financial reporting. The HWD 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;
- Engage with external organizations to build collaborative partnerships focused on health and wellness initiatives and activities;
- Engage in meetings and training to stay abreast of health and wellness best practices;
- Management of the planning and execution of health and wellness initiatives and events, including vaccine clinics, blood drives, exercise classes, and more;
- Monitor and evaluate key project activities, goals, and milestones;
- Management and supervision of all grant reporting and administration;
- Oversee, monitor, and maintain accurate financial, procurement, and property management records for grant expense reporting;
- Collaborate with the Tribal consultant to track grant progress, ensuring all objectives and deliverables are achieved on schedule;
- Maintain open communication to address challenges and facilitate problem-solving;
- Regularly review performance metrics and reporting requirements to ensure compliance and successful outcomes;
- Collaborate with the health team to 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;
- 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’s degree in Public/Community Health, Human Services, Health Education, or similar field; Bachelor’s degree is a plus;
- Experience as a supervisor or manager;
- Experience with program/grant management is a plus;
- Experience working with Tribes is a plus;

Salary and Benefits: The salary range for this position is \$67,000-\$69,000 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.
- The application deadline is September 25, 2024, at 5 p.m. est.
- 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