



## JOB DESCRIPTION

### Health and Wellness Programs Manager

<b>Department:</b>	<b>Health and Wellness Programs</b>
<b>Reports To:</b>	<b>Executive Director</b>
<b>FLSA Classification:</b>	<b>Exempt</b>
<b>Work location:</b>	<b>On site</b>
<b>Wage Range:</b>	<b>11/12</b>

#### **Position Summary**

Under the direction of the Executive Director and/or Deputy Executive Director, the Health and Wellness Programs Manager is responsible for the overall management and supervision of Health and Wellness programs such as CDC Cancer programs, disease prevention, which support consortium Tribes in increasing the levels of wellness and promoting preventative care for their members. Employees who are successful demonstrate a positive, cheerful and fully engaged demeanor that actively promotes, in every action, the well-being and success of all SPIPA clientele and staff. Employees who are successful in this position are non-judgmental in the display of respect, cultural sensitivity, and fully collaborate with both all SPIPA clients and staff to ensure mutual cooperation, fairness, and trust. The position is located in the Intertribal Professional Center in Shelton, WA.

#### **Major Responsibilities**

##### **Program Management**

Within the framework of SPIPA's Vision, Mission, and Core Values:

- Coordinate planning meetings and assist in the development, implementation, and evaluation of the Health and Wellness Programs serving Tribal community members, in collaboration with the Planning and Development Department.
- Coordinate and assist in writing new and renewal grant proposals on behalf of Health and Wellness Programs, in collaboration with the Planning and Development Department.
- Oversee development of Agency Health and Wellness Program budgets and monitor corresponding Tribal budgets. Assist Tribes in developing budgets that successfully carry out the scope of grants/contracts.
- Provide technical assistance for Tribes and program staff for new and renewal SPIPA-based Health and Wellness Programs, such as CDC Cancer Prevention programs and Administration on Aging Elder programs.
- Ensure that program deliverables and reports meet funders' criteria.
- Develop procedures for each program and ensure compliance for site visits.
- Coordinate the collection and analysis of data reported to internal and external stakeholders in compliance with rules and regulations.

- Coordinate intertribal training on Health and Wellness Programs as requested.
- Work with staff, the Tribes, and program participants to ensure program effectiveness.
- Maintain awareness of new developments and communicate opportunities impacting Health and Wellness Programs as needed.

### **Staff Management and Development**

- Plan, prioritize, assign, supervise and review the work of staff involved in providing services through SPIPA's Health and Wellness programs.
- Participate in the selection of staff; provide or coordinate staff training, work with employees to improve job performance and correct deficiencies, implement disciplinary action as necessary.
- Set goals and measurable expectations to assure alignment with Agency mission and program deliverables.
- Inspire trust, teamwork, and positive team relationships.
- Other duties as assigned.

### **Abilities/Skills**

- Knowledge of health and wellness programs management, including staff supervision and evaluation, program design and implementation, budget development and monitoring, and contract/grant administration.
- Ability to work cross-culturally with Native American individuals and communities.
- Capable of leading and interacting with a work team, providing a positive balance of support and leadership for program staff.
- Problem-solving and organizational skills for working on multiple projects concurrently using independent judgment and initiative.
- Excellent writing, organizational, and oral communication skills required.
- Basic understanding of statistical data gathering, interpretation and electronic reporting required.
- Ability to work cooperatively and respectfully with internal and external stakeholders within program and SPIPA policies.
- The ability to effectively build relationships with clients, staff, peers, and leadership is expected and regularly evaluated.

The Health and Wellness Programs Manager, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the Agency's Vision, Mission, and Core Values in accordance with all Agency directives.

### **Qualifications**

A Master's Degree in health and wellness, social services or similar field and three years related experience working in health and wellness programs related to cancer programs, disease prevention, Elder health, and/or other similar programs. Three years of supervisory

experience of subordinate employees, including setting, measuring, and evaluating performance expectations as appropriate to the qualifications of the subordinate. Served communities include children, adolescents, adults, seniors and/or families. *Or*

A Bachelor's Degree in health and wellness, social services or similar field and five years related experience working in wellness and prevention programs related to cancer programs, disease prevention, Elder health, and/or other similar programs. Three years of supervisory experience of subordinate employees, including setting, measuring, and evaluating performance expectations as appropriate to the qualifications of the subordinate. Served communities include children, adolescents, adults, seniors and/or families.

### **Physical Abilities**

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 25 pounds. Occasional travel to conferences and other SPIPA or Tribal Community locations.

### **Salary/Fringe Benefits**

Compensation for this position has a starting range of \$73,292 to \$78,284, depending on qualifications. Benefits include medical, dental, vision, life insurance, LTD and Agency contribution to a retirement program.

### **Confidentiality**

This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

### **Equal Opportunity**

SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

### **Drug-free Workplace**

SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

### **To Apply**

Click on the link below to submit a SPIPA Employment Application, a cover letter describing how your qualifications align with this position, and a resume including three work related references.

<https://southpugetintertribalplanningagency.applytojob.com/apply>