



Job Description

Health and Wellness Programs Manager

Department:	Health and Wellness Programs
Reports To:	Deputy Executive Director
FLSA Classification:	Exempt
Work location:	On-site
Wage Range:	11/12 \$42.46 to \$45.26 per hour DOQ

Position Summary: Under the direction of the Deputy Executive Director, the Health and Wellness Programs Manager is responsible for the overall management and supervision of Health and Wellness programs and staff. The Health and Wellness Programs Manager provides strategic leadership, oversight, and implementation of culturally grounded public health initiatives serving Tribal communities within the SPIPA service area. This position manages federally funded programs, including cancer prevention, survivorship, and women's wellness initiatives, ensuring compliance with grant requirements while advancing community-driven health priorities. The Health and Wellness Manager collaborates with Tribal clinics, community partners, and regional stakeholders to strengthen care coordination, patient navigation, health education, and systems improvement efforts. This role oversees program planning, budgeting, reporting, partnership development, and staff coordination to improve access to quality, culturally responsive health resources. This position is located at the SPIPA Intertribal Professional Center (IPC) located on the Squaxin Island Reservation near Shelton, WA.

Responsibilities:

- Coordinate and support the identification of supplemental and new funding opportunities aligned with Health and Wellness program priorities and community-identified needs; develop new and renewal grant proposals in collaboration with the Planning and Development Department on behalf of Health and Wellness Programs.
- Serve as programmatic budget authority for assigned grants, programs and contracts, overseeing annual budget development and year-round fiscal monitoring; ensure timely and appropriate spend-down of funds; and review and approve expenditures in accordance with procurement standards, funding requirements, and organizational policies.
- Oversee the development, implementation, and ongoing monitoring of annual workplans, ensuring planned activities, timelines, and expenditures align with approved budgets.
- Manage contracts by developing scopes of work, requesting renewals and amendments, monitoring deliverables and timelines, and ensuring completion in accordance with agreed-upon terms and performance expectations.
- Provide technical assistance for Tribes and program staff for SPIPA-based Health and Wellness Programs, such as CDC Comprehensive Cancer Control Program, Breast and Cervical Cancer Early Detection program, and portfolio of supplemental programs.
- Uses culturally grounded, consultation-forward practice with consortium Tribes and clinic partners.
- Ensure program deliverables, performance measures, and required reports meet funder criteria by conducting ongoing program evaluation, monitoring outcomes and data quality,

assessing progress toward objectives, and implementing continuous quality improvement strategies as needed. 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 federal rules and regulations.
- Coordinate intertribal training on Health and Wellness Programs as requested.
- Work with Tribes and program participants to ensure program effectiveness. Maintain awareness of new developments and communicate opportunities impacting Health and Wellness Programs as needed.
- Other duties as assigned.

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.
- Monitor and balance FTE allocations across funding sources, ensuring staff time and activities are appropriately aligned and accurately billed in accordance with approved budgets.
- 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 ensure alignment with Agency mission and program deliverables.
- Inspire trust, teamwork, and positive team relationships.

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 and engage in a culturally humble way 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 public health, health and wellness, 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 public health, health and wellness, 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 11/12 (\$82,797 to \$88,257 annualized depending on qualifications). Benefits include medical, dental, vision, life insurance, 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. 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: Go to spipa.org/jobs and click "APPLY HERE!". You will be taken to the Current Openings page. Select the position you are applying for and **complete the online application**. **Do not apply via third party websites**. Complete applications include the following attachments:

- **Cover letter** describing how your qualifications align with this position
- **Resume** including three work-related references ("See Resume" or unfilled work experience will result in incomplete application.)

If you have questions or need assistance, contact Archie Smith, Human Resources Manager, at 360.426.3990, or archiesmith@spipa.org

Application screening will begin 3/16/2026. Open until filled