



PUEBLO DE SAN ILDEFONSO  
Human Resources Department  
02 Tunyo Po  
Santa Fe, NM 87506

## **JOB DESCRIPTION**

**POSITION:** Health & Human Services Director    **DEPARTMENT:** Health & Human Services  
**SALARY:** DOE    **REPORTS TO:** Tribal Administrator  
**FLSA Status:** Exempt

### Job Summary

The Director of Health and Human Services shall provide overall administration and operational direction to the Diabetes, CHR, Healthy Kids Initiatives, ICWA and family advocate programs. The Director for this position shall ensure compliance with Federal, State, and Tribal requirements and other rules and regulations applicable to the funding agreements, grants, contracts and memoranda of agreements. The Director shall establish goal and objectives of the programs; ensure that department managers seek funding in a timely manner to increase their resources base; prepare annual budgets and monitor expenditures. In addition, this position shall advocate and represent San Ildefonso with applicable agencies to promote the Department of Health and Human Services Programs.

### Supervision and Guidelines

Work is performed under the supervision of the Tribal Administrator. Guidelines include the Pueblo's Governing Document, applicable laws, rules and regulations, Pueblo de San Ildefonso policies and procedures and supervisory and administrative instructions and directives.

### Essential Duties and Responsibilities

Provide direct supervision to the Department of Health and Human Services Programs (Diabetes, CHR, Health Kids Initiatives, ICWA and family advocate at San Ildefonso.

Establish goals and objectives for the health care programs that are consistent with the needs of San Ildefonso community.

Plan, assess, implement, and promote community health care awareness within the community of San Ildefonso.

Write and manage Diabetes Program grant for the Department of Health and Human Services.

Ensure that Department of Health and Human Services managers write their grants in a timely manner.

Revised: May 6, 2020

P.Narang, HHS Director, Darren Stand, Tribal Administrator

Coordinate with appropriate authorities to increase the funding resources base.

Direct or conduct recruitment, hiring, and training of personnel with assistance of Human Resources Department.

Direct, supervise, and evaluate work activities of the Health and Human Services Staff.

Direct staff in a way that creates a team environment within and outside of the Health and Human Services Department.

Keep the Tribal Administrator informed about all significant milestones, accomplishments, and issues about the Health Care Programs.

Confer with and provide guidance to San Ildefonso administration to promote the health care awareness for the community of San Ildefonso.

Conduct annual Performance Evaluation for the staff.

Any other duty assigned by the supervisor

#### Work Environment

Work is performed in an office setting. Local to extensive travel is required.

#### Minimum Qualifications

High school graduate diploma or GED. Minimum Bachelor's degree, Master's or higher degree in health care related field preferred. Must have knowledge of basic anatomy and physiology. Five plus years of experience in managing grants in support of various health care programs. Five to seven years of administrative experience with a Tribal Government in leading health care programs preferred. Seven to ten years of supervisory experience in planning, scheduling, and directing staff in manner that is *conductivity* to productivity and high morale. Ability to make independent judgment which have minor impacts on the department. Ability to deal with people in a manner that shows cultural sensitivity. Must have a valid New Mexico Driver's License with no DWI/DUI convictions within the past five (5) years. Must be able to pass a drug and alcohol screening. Must be able to pass a favorable background investigation.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

Revised: May 6, 2020

P.Narang, HHS Director, Darren Stand, Tribal Administrator