



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

JOB VACANCY ANNOUNCEMENT

The Administration has a Health and Human Services Director position available.

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.

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, physiology and nutrition. 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. Must be culturally sensitive and be able to work effectively with individuals from diverse backgrounds. Must be able to maintain confidentiality. Must have a valid New Mexico Driver's License. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy. Must be able to successfully pass a pre-employment drug screening and background investigation.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

APPLICATION: Submit your resume and an application form to the Human Resources office by e-mail to karquero@sanipueblo.org; or by fax to (505) 455-4149. Call (505) 455-4155 with any questions about this position.

DEADLINE FOR APPLYING: Open Until Filled