



JOB POSTING

POSITION TITLE:	Community Services Director	FLSA STATUS:	Full-time/Exempt
DEPARTMENT:	TBD	SALARY:	\$70,000 - \$100,000
LOCATION:	King William, VA	EDUCATION:	Master's Degree
SUPERVISOR:	TBD	WORK EXPERIENCE:	4 years in Community Health

JOB SUMMARY:

The Upper Mattaponi Tribe is looking for a highly skilled and motivated Community Service Director to create, oversee, and coordinate health-related programs and services within our tribal community. The Upper Mattaponi Tribe consists of just under 700 citizens with diverse health and wellness needs. The ideal candidate will have a passion for community health, strong leadership skills, and the ability to work collaboratively with diverse stakeholders to improve the health and well-being of our community.

MAJOR DUTIES & RESPONSIBILITIES:

- Formulate and administer community health programs based on needs and available resources to promote the overall well-being of the tribe.
- Develop and manage budgets for community health programs, ensuring efficient allocation of resources and adherence to financial constraints.
- Establish community health policies and regulations that align with best practices and tribal needs.
- Lead a diverse team of community health staff (i.e. social workers, program coordinators, volunteers), providing guidance, support, and mentorship to ensure the successful implementation of programs.
- Design and implement strategies to raise awareness about key health issues, prevention strategies, and available resources within the tribal community.
- Build and maintain strong relationships with community organizations, healthcare providers, and other stakeholders to foster collaboration for health initiatives.
- Gather data to assess community health needs, identify trends, and evaluate program effectiveness.
- Ensure compliance with all federal, state, and tribal regulations including fiscal policies, governing community health, and reporting.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Strong leadership and communication skills.
- Familiarity with tribal community dynamics and needs.
- Strong understanding of public health principles and policy in regard to federal, state, and tribal regulations.
- Proficient in Microsoft Office (Word, Excel, Teams, Outlook).
- Strong organizational skills.

EDUCATION and/or EXPERIENCE:

- Masters's degree in public health, social work, health administration, community development, or a related field from an accredited college or university.
- At least 4 years of experience in community health program management, 2 of those being in a supervisory role.
 - Other combinations of education and experience equivalent to the standards listed above may be considered.

OTHER REQUIREMENTS:

- Must have excellent communication skills must be able to communicate clearly and concisely.
- Must be able to organize time, solve problems and carry out duties with a minimum of supervision, as well as work cooperatively with other staff.
- Ability to adapt to a dynamic work environment and receive direction according to organizational needs.
- Must possess a valid State Driver's License.
- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

BENEFITS:

- Health, dental, and vision
- Paid time off
- Holiday pay
- Life insurance
- Long-term disability insurance
- 401k

HOW TO APPLY:

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- AND**
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Upper Mattaponi Tribe
Attn: Community Services Director
Email: careers@umitribe.gov

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).