



## ***DUCKWATER SHOSHONE TRIBE***

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

### **JOB ANNOUNCEMENT**

**TITLE:** Manager of Health & Social Services  
**SALARY:** Negotiable DOE  
**OPENS:** October 4, 2018  
**CLOSES:** October 18, 2018  
**LOCATION:** Duckwater Shoshone Tribe Health Department

#### **DEFINITION:**

The Manager of Health and Social Services is responsible for the Duckwater Shoshone Tribe's Clinic and assigned health programs of the Tribe. The Manager serves on appointed boards and/or committees as a representative of the Tribe and is responsible for the overall administration of all programs in the Duckwater Health Department, to include but not limited to: supervision of all health department staff, planning, development, implementations and negotiating with funding sources, evaluation of health care delivery of programs, and operations in an array of complex multifaceted health programs.

#### **MINIMUM QUALIFICATIONS:**

1. Preference is a Masters Degree (Bachelors Degree will be considered depending on experience) from an accredited university or college in Public Administration, or Health Care Administration with at least 5 years' experience in managing a health care/clinic facility and a social services program. A minimum of three years of experience working with Indian Tribe with working knowledge of Indian Self Determination and the implementation of grants and contracts utilizing reference Public Law.
2. Must have the ability to negotiate with Federal, State and other agencies and be familiar with their political structures.
3. Must have knowledge of Clinic Operations and Accreditation.
4. Must have excellent verbal and written communication skills and experience in the successful administration of State and Federal contracts and grants, organizational leadership, and policy and program compliance.
5. Must be able to read, prepare, review and discuss program budgeting.

6. Must possess knowledge of the purpose and scope of the resources available, ability to communicate and coordinate with the Bureau of Indian Affairs, Indian Health Service, Government Legislation and other agencies, and the ability to establish and maintain effective relationships.
7. Effective communication skills are required. This position requires the development and maintenance of relationships with potential and existing collaborators. Strong technical skill required in budgeting, accounting, grant-writing, spreadsheets and word processing.
8. Must have a current Nevada Driver's License.
9. Must be insurable and bondable under the Duckwater Shoshone Tribe Insurance policies.
10. Must pass and extensive background check with employment and criminal history.

**INDIAN PREFERENCE:**

Preference will be considered for qualified Indian Applicants in accordance with the Indian preference 24 CFR 271.44.

**APPLICATIONS:**

Applications may be picked up at the Duckwater Shoshone Tribe Administration office located at 511 Duckwater Falls Road, on the Duckwater Tribal website at [duckwatertribe.org](http://duckwatertribe.org), or by calling 775-863-0227.

Submit a Cover Letter and resume along with application to the Duckwater Shoshone Tribe, Human Resources, P.O. Box 140068, Duckwater, NV 89314.