

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-010 **Issue Date:** 01-25-13 **Closing Date:** 02-07-13

Program Manager
Behavioral Health
Department of Health & Human Services
Hourly Wage: DOQ/Full-Time/Regular

Incumbent is primarily responsible for guiding the Administrative needs of services provided by the program. Is responsible to maintain and improve the current system for effective coordination of services with other Tribal and non-Tribal programs. Provides direction on developing and monitoring the program budget. Ensures that budget issues are addressed timely.

Knowledge, Skills and Abilities:

- Knowledge of principles, practices, and professional standards of providing clinical mental health to Tribal communities.
- Knowledge of Yakama Nation personnel policies and procedures.
- Knowledge of administrative policies and procedures.
- Knowledge of Yakama Nation grants and contracts policies and procedures.
- Ability to communicate and establish a good working relationship with various Tribal programs.
- Ability to write concise reports, memoranda, and letters.
- Ability to develop comprehensive program plans.
- Ability to supervise the work of others.
- Ability to meet and work with the public and address problems and issues tactfully and objectively.
- Ability to work with the Administrative staff on preparing budget plans and financial determination and expenditures as required.
- Skilled in use of computers and software.
- Skilled in or collaborating with Grant writer, of grants for future funding possibilities.
- Acquire training in specific areas as needed.

General Recruiting Indicators:

- A.A. degree in a related social service field with at least 7 years of direct work in a Tribal program, or experience working with tribal members in a different setting.
- At least three years of the above service must have been within a Tribal Social Service setting (for example- Substance abuse, Nak Nu We Sha, Tribal School, Mental Health, Domestic Violence program, etc.).
- At least two years experience in management of other staff and providing input into the direction of the program.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State License and required liability insurance.
- Ability to obtain a tribal driver's permit.
- No drugs or alcohol offenses for two years prior to hire.
- Must have, or, obtain a first aid card.
- Ability to pass a criminal background check.