

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2013-174    **Issue Date:** 02-12-14    **Closing Date:** 02-26-14

**2<sup>nd</sup> Advertisement**  
**Program Manager**  
**Community Health Representatives (CHR)**  
**Department of Health & Human Services**  
**Hourly Wage: \$17.70/Full-Time/Regular**

Manage and supervise the Yakama Nation CHR/Youth Activities Program by providing fiscal control and accountability.

**Duties and Responsibilities:**

**Essential:**

- Supervise twelve employees daily by giving work assignments, training, and evaluating performance.
- Ensure confidentiality by following reporting requirements.
- Implement policies and procedures by planning developing coordinating and supervising all aspect of CHR program.
- Control funds by maintaining internal management.
- Maintain budget by developing and managing yearly program budget.
- Initiate reclassifications by developing and updating job descriptions.
- Complete candidate selection by recruiting, screening and interviewing applications.
- Act as the Human Services Director by performing duties when needed.

**Additional:**

- Communication with other departments by maintaining a working professional relationship.
- Network by integrating health services with other providers.
- Ensure services delivered will strengthen and stabilize family units by analyzing and interpreting Yakama values and customs related to health.
- Complete correspondence by approving all program documents, forms, timesheets, leave audits, and other materials.
- Attend meetings and conferences by drafting reports for the tribe and conducting staff meetings.
- Perform other duties as assigned or needed.

**Qualifications:**

- Must have two years health related job experience.
- Must have experience in a supervisory position.
- Working knowledge of tribal, federal, and state regulations, grants and contract requirements.
- Working knowledge of Yakama Nation customs, beliefs and traditions.

**Machines Typically Operated:**

- Computer, copier, fax and telephone.

**Production Standards:**

- Type 45 WPM.
- Ten key by touch.

**Necessary Requirements:**

- Required to pass a pre-employment drug and alcohol test.