

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-148 **Issue Date:** 05-09-18 **Closing Date:** 05-22-18

Program Manager
Community Health Representative (CHR)/YA
Department of Human Services
Hourly Wage: \$20.49-\$23.50/Regular/Full-Time

The primary responsibility is to manage and supervise the Community Health Representative (CHR) and Youth Activities Program by providing fiscal control and accountability. The program manager will use management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques and coordination of people and resources. Ensure that the programs operate within and uphold the mission, goals and objectives of their program.

Knowledge, Skills and Abilities:

- Knowledgeable about Yakama Nation culture, customs and traditions.
- Knowledge of principle and processes for providing customer services, this includes, needs assessment meeting quality standards for services and evaluation of customer satisfaction.
- Knowledge of human resources for personnel recruitment, selection, training and performance evaluation.
- Knowledge about the community, general public and service area.
- Knowledge of the guidelines of HIPAA to maintain confidentiality of client specific information.
- Knowledge of policies, procedures and guidelines of health care providers/facilities.
- Ability to demonstrate communication skills, oral and written with the ability to write reports and correspondence.
- Ability to speak effectively to individuals and groups within organizations.
- Ability to demonstrate computer skills with working knowledge of software programs such as: Word, Excel, PowerPoint and Outlook.
- Ability to demonstrate computer skills to develop and manage a database for reporting statistics of the program.
- Ability to demonstrate dependability, confidentiality, initiative and display professional attitude in all interactions with clients, personnel and general public.

General Recruiting Indicators:

- Minimum of an Associate of Arts/Science Degree Required with a Bachelor's Degree preferred in a Health related field, degrees in a related field will be considered. Must have two years public service experience with three year's experience in a supervisory position. Have a working knowledge of tribal, federal and state regulations, grants and contracts requirements.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Able to work a flex schedule.
- Must possess a valid Washington State Driver License and have the ability to obtain a valid Yakama Tribal Drivers Permit.
- While performing the duties of this job the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is required to sit, walk and stand. Must be able to lift and/or move 10 pounds and on occasion up to 25 pounds.