



Tucson Indian Center

Human Resources Department

160 North Stone Avenue Tucson, Arizona * 85701

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Job Description

Job Title: Wellness Director
Salary: Grade 28 – Exempt **DOE**
Status: Permanent, Full-Time
Hrs/WK: Forty (40)
Department: Social Services
Job Location: Tucson, Arizona

Nature of Work:

Embraces and *Embodies* the Identity Document's Mission, Purpose and Vision Statements; Core Values, Guiding Principles and Strategic Goals. *Responsible* for wellness service leadership to the Executive Director, Management Team and Board of Directors as appropriate. *Coordinates* all wellness service functions of the organization and departments including, but not limited to, program planning, budgeting, public relations, grant writing, staff training and alignment and performance analysis. *Ensures* wellness service policies and grant procedures conform to contractual terms, conditions and deliverables. Adopts best practices to achieve highest level of effectiveness and efficiency. *Safeguards* grant/contract historical outstanding performance and financial and non-financial resources and assets of the Department. Creates and sustains performance checks and balances for monitoring and evaluation of all aspects of the Department. Other duties as assigned. Serves under the general supervision of the Executive Director.

Required Knowledge, Skill and Ability:

Management of Wellness Department.
Program planning, monitoring and evaluation.
Grant and contract writing, budgeting and analysis.
Productive and contributing member of the Management Team.
Professional and courteous communication.
Statutory and Regulatory compliance.

Required Experience and Training:

Bachelor Degree in Public Health, Leadership, Management, and/or Public Administration; or Associate Degree in same with four (4) years of demonstrated work experience in a non-profit organization.

Additional Requirement:

Must have a valid State Driver’s License
Must maintain proper Automotive Insurance Coverage
Must pass a Background Clearance Check
Must pass random Drug Tests

Working Conditions:

Ability to sit at desk/computer during normal working hours
Ability to travel in State and out of State for work assignments

Supervisory Status:

Supervisory
Reports to Executive Director

Reviewed and Approved By:

Wellness Director Date

Human Resources Date

Executive Director Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.