



Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702
Telephone: (520) 884-7131 • Fax: (520) 884-0240
www.ticenter.org

Job Title: Wellness Grants & Services Manager

Salary: \$25.99 - \$32.20 **DOE**

Status: Permanent, Full-Time

Hrs. /WK: Forty (40)

Department: Wellness

Job Location: Tucson, Arizona

Nature of Work:

Embraces and embodies the Tucson Indian Center's Identity Document's Mission, Purpose & Vision Statements, Core Values, Guiding Principles and Strategic Goals. **Responsible** to the Wellness Department and Wellness Director for managing and reporting on the performance of the Wellness Department grants, contracts, and staff. **Coordinates** wellness service functions including, but not limited to, program performance, planning, budgeting, public relations, and staff training and alignment. **Ensures** wellness service policies and grant procedures conform to contractual terms, conditions, and deliverables. Adopts best practices to achieve the highest level of effectiveness and efficiency. **Safeguards** grant/contract history of outstanding performance and financial and non-financial resources and assets of the Department. Adheres 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 Wellness Director.

Essential Functions:

1. Coordinates wellness service functions including, but not limited to, required program performance, planning, budgeting, public relations, and staff training and alignment.
2. Ensures wellness service policies and grant procedures conform to required contractual terms, conditions, and deliverables through monitoring, evaluation, and performance.
3. Adopts best practices to achieve the highest level of effectiveness and efficiency.
4. Safeguards grant/contract history of outstanding performance and financial and non-financial resources and assets of the Wellness Department, including reporting and management of the MIS/Electronic Health Record system.
5. Adheres and Sustains performance checks and balances for monitoring and evaluation of all aspects of the Wellness Department.
6. Other duties: Perform other job-related duties as assigned.



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Required Knowledge, Skill and Ability:

- Management and supervisor of the Wellness Department program staff, including staff hiring, attendance, and performance.
- Program planning, monitoring, implementation, reporting, and evaluation.
- Productive, collaborative and contributing member of the Wellness Department Management Team.
- Professional and courteous communication.
- Statutory and Regulatory compliance, including MIS/Electronic Health Record reporting.

Required Experience and Training:

1. Bachelor's Degree in health, management of information systems, human services, business or related field, such as public health, social work, education, or business; **OR**
2. Associates Degree in the health, management of information systems, human services, business or related field, and a minimum of Five (5) years of experience in the health, management of information systems, human services, business or related field; **OR**
3. Seven (7) years of work experience in the health, management of information systems, human services, business or related field.

Additional Requirements:

- Must possess valid Arizona Driver's License.
- Must pass Driver Insurance Carrier's requirements.
- Must obtain and maintain HIPAA certification within 2 weeks of hire.
- Must obtain certifications in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass and obtain Arizona DPS Fingerprint Clearance (Class I & II).
- Must pass and submit to periodic/random drug testing.

Working Conditions:

- Exposure to unpredictable environmental conditions ranging from working in a climate-controlled office setting to working outside, in extreme temperatures, or in spaces with poor ventilation.
- While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area.
- Ability to travel to various locations, including out of state.
- The employee is occasionally required to sit in front of a computer for 6-8 hours a day; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.



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Supervisory Status:

- Supervisory
- Reports to Wellness Department Director

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.

Additional consideration is also given to honorably discharged veterans and protected veterans.

- Veterans who earned an Armed Forces Service Medal "pursuant to Executive Order 12985."
- Those who served on active duty in the US Military during an expedition, campaign, or war on the ground, naval, or air service.
- Recently separated veterans (3 years following separation from service)
*All discharges besides dishonorable may receive protected veteran status.