



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 Description

Job Title: Grants & Services Manager

Salary: \$26.34 – \$41.60 per hour – Non-exempt DOE

Status: Permanent, Full-Time

Hrs. /WK: Forty (40) hours per week

Department: Health Services

Job Location: Tucson, Arizona

Nature of Work:

Embraces and **embodies** the Identity Document's Mission, Purpose & Vision Statements, Core Values, Guiding Principles and Strategic Goals. **Responsible** to the Health Services Director for managing the performance of the Health Services Department grants and contracts, planning for the financial sustainability of the Health Services Department, serving as back-up to the TIC Medical Business Office Manager / Practice Manager, and provides general support to the Health Services Department.

Ensures continued outstanding performance on budgets, expenses, deliverables, reports and grants/contracts management meet funder requirements; ensures department policies and grant procedures conform to contractual terms, conditions and deliverables.

Coordinates with other department managers in managing the performance of all department funds. Responsible for writing and/or coordinating applications for new funding. Responsible for serving as back-up to the TIC Medical Business Office Manager / Practice Manager. Performs additional responsibilities as assigned by the Health Services Director. Serves under the general supervision of the Health Services Director.

Essential Functions:

1. Manage the performance of the Health Services Department grants and contracts, including the Title V Urban Indian Health Services contract, in close partnership with department management, and ensure continued outstanding performance on budgets, expenses, deliverables, reports and grants/contracts management meet funder requirements.
2. Ensure department policies and grant procedures conform to contractual terms, conditions and deliverables; maintain grant compliance and reporting, including outcome measurement and grant budgets, taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
3. Lead grant proposal development and submission, preparing and organizing materials for proposals, and submitting and monitoring grant applications.
4. Develop and coordinate the implementation of sustainability plan for the services of the Health Services Department, including primary care, behavioral health, and outreach/health education services. This plan will be developed in close



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

- partnership with the Health Services Director and the Clinic Advisory Council, which typically meets the second Thursday of each month 5p.m.-6p.m.
5. Research statistics, trends and data to inform department strategies, and to support grant proposals and community advocacy, including: Performing research and data-gathering, both from external sources and internal sources such as the Electronic Medical Record system, program data; Assisting in development of presentations for various stakeholders.
 6. Serve as back-up to the TIC Medical Business Office Manager / Practice Manager, overseeing the day-to-day operations of the primary care, behavioral health and outreach services, providing administrative supervision and support to staff.
 7. Provides support to TIC staff with the Electronic Medical Records system, including extracting monthly reports on patient data for internal monthly reports and funder reports.
 8. Provide general support to the Health Services Department.
 9. Perform additional responsibilities as assigned by the Health Services Director.

Required Knowledge, Skill and Ability:

- Grant and contract writing, budgeting and analysis.
- Management of Outreach & Behavioral Health Programs in the Health Services Department.
- Program planning, monitoring and evaluation.
- Productive, collaborative and contributing member of the Health Services Dept. Management Team.
- Professional and courteous communication.
- Statutory and Regulatory compliance.

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 5 years of experience in the health, management of information systems, human services, business or related field.

Additional Requirement:

1. Must possess valid Arizona Driver's License
2. Must pass Driver Insurance Carrier's requirements
3. Must pass Arizona DPS Fingerprint Clearance (Class I & II)
4. Must pass and submit to periodic/random drug testing



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

5. When applicable, must be fully vaccinated for COVID-19 or meet exemption requirements, as required in the Tucson Indian Center's implementation of the U.S. Executive Order 14042
6. Must have an updated Immunization (IZ) Record as required.
7. Must maintain a current Tuberculosis (TB) skin report as required.
8. Must obtain and maintain active certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.

Working Conditions:

- Ability to sit for long periods of time in an office environment with low to moderate noise.
- Ability to sit in front of a computer for 6-8 hours a day.
- Ability to travel to various locations, including out of state.

Supervisory Status:

- Non-supervisory; some Supervisory duties when serving as back-up Medical Business Office Manager / Practice Manager
- Reports to Health Services 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.*

Revision No: 2

Revision Date: 1/22/2024