



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

**MARCH 9, 2012**

**#21-12**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
**JOB TITLE:** DEPUTY DIRECTOR  
**SALARY:** D.O.E.  
**CLOSING DATE:** OPEN UNTIL FILLED

#### **DUTIES:**

The incumbent will serve as a Deputy and act as the standing Designee for the Executive Director in the absence of the Executive Director. In that capacity, the incumbent has overall administrative and management authority, defined within the Tribal policies, for the planning, budgeting, coordination, implementation and evaluation of programs and projects within the Tribes' Department of Health and Social Services in the absence of the Executive Director. Additionally, the Executive Director may assign to the Deputy Director specific tasks/aspects of the aforementioned roles and authorities on an ongoing basis as support to the Executive Director. The Deputy Director shall support the Executive Director in providing staff support to the Tribal Health Board and the Tribal Council, including information, analysis, and recommendations regarding matters effecting Health and Social Services Programs within the CRIT lands. The Deputy Director shall, under the direction of the Executive Director, provide direction and supervision to the department program managers and supervisors. The Deputy Director shall assist the Executive Director in implementing the Health and Social Services policies and procedures of the Tribes, in establishing and maintaining the necessary planning and management systems required to meet the objectives of the Tribal Council with regard to Health and Social Services, and in assuring that all contracts, grants, and program operations are performed in compliance with the requirements of the tribal codes, tribal policies and procedures, and funding agency requirements.

#### **RESPONSIBILITIES:**

The Deputy Director shall maintain ongoing communication with the Executive Director regarding current projects and activities of the Department. The Deputy Director shall serve as the standing administrative designee for the Executive Director, in the absence of the Executive Director. The Deputy Director shall, under direction of the Executive Director, and as his/her designee, manage

and implement specific contact with the Tribal Council, the Tribal Health Board, Indian Health Service and the Bureau of Indian Affairs as well as other public and private agencies to assure a maximum coordination of services and efforts relating to the provision of quality health care to members of the Tribal community. The Deputy Director shall assist the Executive Director in providing leadership in the areas of planning, program development and implementation of a comprehensive health and social services delivery system. The Deputy Director shall assist in analyzing current and proposed legislation, regulations and report trends to the Executive Director and/or Tribal Council and Tribal Health Board as requested. The Deputy Director shall perform probationary and annual personnel evaluations for program managers and supervisors and provide for or arrange for technical assistance to staff as requested and required. The Deputy Director shall initiate actions in regards to recruitment, training, promotions, re-assignments, separations, and other personnel actions relating to department staff and conduct staff meetings as requested or in the absence of the Executive Director. The Deputy Director shall attend Tribal Council meetings as requested by Tribal Council and Health Board meetings and provide reports to the Executive Director regarding topics requested by Tribal Council or its committees. The Deputy Director shall ensure all programs under the department are held fiscally accountable and shall assist the Executive Director in completing and providing monthly reports to the Tribal Council and the Tribal Health Board.

**POSITION REQUIREMENTS:**

A Master's degree in Public Health, Healthcare Administration, Public Administration, Human Services, or a related field. A minimum of 3 years of experience in the management of a health or human services related program with a minimum of 2 years of experience managing grant funded programs and outside contracts. Experience in working with Native American Tribes and/or Tribal organizations. Must possess a valid Driver's License. Pre-employment drug screening is required.

**APPLY:**

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT  
26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**Or**

**For Employment Application visit: <http://www.crit-nsn.gov>**

**INDIAN PREFERENCE:** Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. offers:** Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.