

# CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

## NOTICE OF POSITION VACANCY

**POSITION: FAMILY & COMMUNITY HEALTH DIRECTOR**

**LOCATION: SACRAMENTO, CA**

**CLOSING DATE: March 18, 2008**

**NUMBER OF POSITIONS: 1**

**SALARY: DOE**

### **POSTION SUMMARY:**

Responsible for the overall development, administration and supervision of Family and Community Health Services. The Department provides public health oriented training and technical assistance primarily to the American Indian communities served by tribal health programs in California.

### **ESSENTIAL FUNCTIONS:**

1. Primary responsibility for overall planning, development, implementation, and evaluation for departmental programs and activities.
2. Supervises the department's program management, training and clerical staff.
3. Develops and monitors department budgets in coordination with CRIHB fiscal staff.
4. Compiles and submits periodic progress reports to the Executive Director and funding agencies.
5. Researches and develops funding opportunities for the department.
6. Prepares grants and contract proposals.
7. Coordinates program linkages with federal, state and other service agencies.  
Coordinates activities as necessary with other CRIHB Departments.
8. Other duties as assigned.

### **ADDITIONAL RESPONSIBILITIES:**

1. Maintain a valid, unrestricted California Driver's license and ability to be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she Must obtain a CA license within 2 months of hiring date.
2. Position requires occasional over night travel within CRIHB's service area. Requires ability to drive up to 7 hours a day.

### **QUALIFICATIONS:**

1. Master's degree required in Public Health Administration or related field.
2. Five years experience in the provision of health care or public health programming to the Indian family.
3. Minimum of three years of supervisory experience.
4. Writing skills and public speaking abilities.
5. Demonstrated success in grant writing.

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations consisting of numerous tribes with varied cultures which requires tact, courtesy, discretion, resourcefulness, and good judgement in handling functions in a sensitive manner.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472, and 473.) Applicants claiming Indian preference must submit verification of Indian Status certified by tribe of affiliation or other acceptable documentation of Indian heritage.

Please mail, fax or e-mail resumes and applications with Indian preference documentation, if applicable, to:

**CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.**

**Attn: Human Resources  
4400 Auburn Blvd., 2<sup>nd</sup> Floor  
Sacramento, CA 95841  
(916) 929-7246 FAX  
[jobsatcrihb@ihs.gov](mailto:jobsatcrihb@ihs.gov) E-mail**

Applications available at [www.crihb.org](http://www.crihb.org) (jobs). Or call Human Resource Department at 800-274-4288