



VACANCY ANNOUNCEMENT

Tribal Health Program Support Director

Brief Description of Duties to Be Performed: The Tribal Health Program Support (THPS) Director is responsible for the overall leadership, planning, management, coordination and implementation of programmatic, administrative and operational activities within the THPS Department, including fulfillment of 638 contract/scope of work. Also responsible for development of department budgets, analysis of monthly staffing and operational needs, budget execution and program expenditures. Develops relationships/partnerships with federal agencies/organizations and facilitates collaboration/consultation between Tribal Nations and federal agencies/organizations where applicable.

Minimum Requirements: A Bachelor's degree in Health Administration or closely related field. Minimum of 5 year's experience working with Tribal health programs, including health planning, management and analysis of health policy issues. He/she must be able to show cultural sensitivity and ability to work within the customs and traditions of various Tribal Nation members. Strong computer literacy and proficiency (including Microsoft Suite and Office 365). Willing to travel extensively.

Position posted: August 10, 2018

Closing Date: Open until filled

Please send cover letter and résumé to:

Wanda Janes, Deputy Director
United South and Eastern Tribes, Inc.
711 Stewarts Ferry Pike, Suite 100
Nashville, TN 37214
Email: wjanes@usetinc.org

Hiring preference shall be given to American Indian/Alaska Natives