**Job Description**

Job Title: Wellness Director  
Salary: Commensurate with experience  
Status: Full-Time  
Hrs/WK: Thirty-five (35)  
Department: Wellness  
Job Location: Long Island City, NY

Nature of Work:  
Incumbent is responsible for overseeing the development and accountability of the Wellness Department. Coordinating the day to day operations of the Wellness Department. Direct supervision of all Wellness Department staff. Establishing and maintaining working relationships with community organizations and partners. Understands, Supports, and Implements all Elements of the New York Indian Council (NYIC) Mission, Vision, Core Values, and Strategic Plan.

Incumbent is responsible for providing case management for clients in need of health services, in coordination with other health and social service agencies in the community. Provide group education activities for clients in coordination with other Wellness Department health promotion services. Case management, group education deals with physical and behavioral health issues such as, and not limited to: diabetes, domestic violence, depression, substance abuse and HIV/AIDS/STIs

Essential Functions:  
1. Responsible for planning the evolution of Wellness Department services as an integral component of NYIC.

2. Responsible for identifying and analyzing funding opportunities applicable to Department Development plans  
3. Responsible for the completion of grant applications in support of program development  
4. Responsible for the development, analysis and management of Department budgets  
5. Responsible for the supervision of the Wellness Department Staff and ensuring that their responsibilities of day-today operations are performed  
6. Responsible for the supervision of the outreach/community service program  
7. Responsible for the development of and compliance with Department systems, procedures and protocols to ensure the provision of quality services  
8. Responsible for program accountability and the evaluation of service quality  
9. Responsible for the establishment and maintenance of positive collaborative relationships with other public and private health and human service organizations that serve Native American people  
10. Overseeing the development of culturally appropriate marketing materials to promote department services  
11. Ensuring that department services are consistent with the mission of NYIC and are well integrated with other NYIC services  
12. Providing in-service training to department staff as appropriate  
13. Representing the department and NYIC, as appropriate  
14. Contributing to the overall development of NYIC, as requested by the Executive Director

15. Provide wellness case management services to NYIC clients, assisting clients to meet wellness goals by connecting clients to relevant health and wellness resources, and advocating for their access to and utilization of these services.  
16. Establish for each client a case plan with wellness goals based on health assessment findings, including physical and behavioral health needs and other needs.  
17. Refer clients to appropriate services and follow-up with clients to ensure the client is accessing services that are meaningful and helpful to achieving client’s wellness goals.  
18. Assist clients with eligibility and application process for other health and social programs.  
19. Document all case management encounters in client’s electronic and manual charts and collect service data for reporting purposes.  
20. Maintain active working relationships with relevant referral sources, such as Indian Health Services, Tribal health departments, New York State Office of Alcohol and Substance Abuse Services, New York City Health Department, and other local resources.  
21. Recruit new patients via community outreach activities  
22. Conduct intakes of new clients, including determine eligibility for case management services (or refers out non-eligible individuals)  
23. Coordinate with other Wellness Department staff to ensure that clients in need use NYIC’s transportation services.  
24. Maintain client confidentiality  
25. Obtain and/or design education materials useful for one-on-one education with clients.  
26. Conduct/coordinate small discussion groups, such as talking circles and/or sweat lodges, for interested clients.  
27. Plan and deliver group education sessions on-site and in various community settings with focus on those topics identified in the contract scope of work.  
28. Educate staff from other organizations about NYIC services and how to refer clients.  
Other duties:  
29. Participate in planning and evaluation of Wellness Department activities.  
30. Participate in staff development opportunities based on continuing education and technical training needs.  
31. Prepare required reports in an accurate and timely manner.  
32. Perform other duties as assigned.

Required Knowledge, Skill and Ability:  
• Practical knowledge of the mission, organization, programs and requirements of the Indian Health Service  
• Ability to establish procedures, planning, organizing and monitoring of program services  
• Experience in the preparation of successful public and private grant applications  
• Ability to prepare statistical and analytical reports  
• Knowledge of community health, service systems, management, coordination and reporting standards  
• Knowledge of medical terminology, medical records and medical office policies and procedures  
• Ability to establish and maintain positive internal relationships with other NYIC staff and board members  
• Ability to establish and maintain positive external relationships with other organizations and tribal governments  
• Ability to communicate effectively, both orally and in writing  
• Ability to maintain personal objectivity  
• Possess awareness of native cultures and traditions, and sensitivity to these  
• Ability to work with confidential, and sensitive documents, information in a professional manner  
• Ability to maintain high standards of client confidentiality

Required Experience and Training:

Ten (10) years of work experience directing an Indian Health center  
Master’s degree in public health, social work, nursing, business or related field, Or a Bachelors degree in public health, social work, nursing, business or related field with ten (10) years work experience Or a combination of ten (4) years work experience in public health, social work, nursing, business or related field which will demonstrate the ability to perform the required job duties and responsibilities  
Additional Requirement: • Must possess valid Driver’s License • Must pass Driver Insurance Carrier’s requirements • Must pass New York DPS Finger Print Clearance (Class I & II) • Must pass and submit to periodic/random drug testing

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.

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 New York Indian Council (NYIC) 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 New York Indian Council is an Equal Opportunity Employer.

Job Type: Full-time

Please Indicated Tribal Enrollment/Affiliation when applying.