



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11404 Moorage Way

La Conner, WA 98257

Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Y

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Grants Manager

DEPARTMENT: Mental Health

Supervised by: Mental Health Coordinator

POSITION SUMMARY:

This position will assist the Mental Health Coordinator in managing three (3) grants that serve Swinomish children, youth and their families: 1) Youth Spirit Project, 2) Swinomish Native Connections, and 3) Swinomish Circles of Care. The Grants Manager will provide assistance with budgets, terms and conditions for each, and developing a timeline for submission of documentation to ensure that grant reporting requirements are completed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Mental Health Coordinator with gathering data for monthly/quarterly reports in a timely fashion.
- Meet weekly or as needed with the Mental Health Coordinator to set a task list for action items for completion on schedule.
- Assistance with budget adjustments as needed.
- Data entry into Swinomish Indian Tribal Communities (SITC) Laserfiche system.
- Coordination with SITC's Grants and Financial Departments for reporting and collaboration.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field

duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Associate of Arts, Bachelor of Arts preferred or three to five years of experience in managing health grants that exceed \$250,000.
- Must have excellent communication skills, both verbal and written.
- Must have excellent organizational skills.
- Must have strong team/consensus building skills.
- Must be flexible and demonstrate a willingness to develop and expand skills.
- Must be flexible and willing to follow directions from administration.
- Must be computer literate.
- Must be able to engage and work respectfully with people from diverse backgrounds as well as fellow employees of SITC.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of managing budgets with timelines for submission of reports.
- An interest in serving Native American people and families.
- Ability to communicate well and organize work efficiently.
- Excellent oral and written communication skills.
- Experience in established effective working relationships with diverse groups and individuals.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Mental Health Coordinator is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or

elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____