

## SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

P.O. Box 5006 Southampton, New York 11969-5006

Phone (631) 283-6143 Fax (631) 283-0751

Email: [LizaCoppola@shinnecock.org](mailto:LizaCoppola@shinnecock.org)



*The oldest self-governing  
Tribe of Indians in the United States*

**Job Title:** The Health and Community Services Director

**Reports To:** Executive Director of Tribal Operations

**Status:** Full-Time, Exempt

**Department:** Tribal Administration

**Salary:** \$60,000

**Application Deadline:** May 29, 2025

### Job Overview

The Health and Community Services Director is responsible for overseeing and managing all health and community service programs and initiatives within the Nation. This leadership role involves strategic planning, resource management, program development, and ensuring the delivery of high-quality, responsive services to communities. The director will also collaborate with various stakeholders, government agencies, and community partners to improve health outcomes, support vulnerable populations, and enhance the Nation's wellbeing.

### Key Responsibilities

- **Leadership & Management:**
  - Lead, supervise, and mentor health and community services staff, ensuring professional growth and performance.
  - Develop and implement strategic goals and objectives for health and community services programs.
  - Provide guidance and support to the team in day-to-day operations, ensuring all programs are operating efficiently and effectively.
  - Foster a collaborative, inclusive, and innovative work culture within the health and community services team.
- **Program Development & Oversight:**
  - Design, implement, and evaluate health and community service programs aimed at improving the health and wellbeing of target populations.
  - Ensure services are delivered in a culturally competent, equitable, and person-centered manner.
  - Monitor and assess program effectiveness and make recommendations for continuous improvement.
  - Develop and manage budgets for health and community service programs, ensuring fiscal responsibility.

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- **Stakeholder Engagement:**
  - Build and maintain strong relationships with external partners, including government agencies, health organizations, non-profits, and community groups.
  - Advocate for the needs of communities, particularly vulnerable and underserved populations, within local, regional, and national policy discussions.
  - Represent the organization at conferences, meetings, and public forums.
- **Compliance & Reporting:**
  - Ensure that all health and community services programs comply with relevant laws, regulations, and funding requirements.
  - Prepare and submit regular reports on program performance, outcomes, and financial status to senior management and funders.
  - Implement quality assurance protocols to ensure the delivery of safe and effective services.
- **Resource Development & Fundraising:**
  - Identify funding opportunities, including grants and sponsorships, to support health and community services programs.
  - Lead the development and submission of grant proposals and funding applications.
  - Oversee resource allocation and ensure the efficient use of program funds.
- **Community Impact & Public Health:**
  - Promote public health initiatives and raise awareness about community health issues.
  - Work with community leaders to address health disparities and improve access to care.
  - Foster partnerships to develop and implement initiatives that improve social determinants of health in the community.

## Qualifications

- **Education:**
  - A **Bachelor's** Degree in Public Health, Social Work, Health Administration, or a related field. A **Master's** degree is preferred.
- **Experience:**
  - Minimum of 5 years of progressive leadership experience in health and community services.

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- Proven experience in managing health programs, community outreach initiatives, and team leadership.
- Strong background in grant writing, fundraising, and resource development.
- Knowledge of public health policies, healthcare systems, and community health challenges.
- **Skills:**
  - Exceptional leadership, communication, and interpersonal skills.
  - Strong strategic thinking and problem-solving abilities.
  - Excellent organizational and project management skills, with a track record of managing multiple priorities.
  - Ability to build and maintain relationships with diverse stakeholders, including community members, government officials, and external partners.
  - Knowledge of data collection, evaluation, and reporting methodologies.

### Working Conditions

- **Work Environment:** Office-based with occasional travel to community sites.
- **Hours:** Standard business hours with occasional evening or weekend hours as needed.

### Benefits

- Comprehensive benefits package including [health insurance, retirement plans, professional development opportunities, etc.].