



Sonoma County Indian Health Project, Inc.

144 Stony Point Road • Santa Rosa, CA 95401 • Telephone (707) 521-4545 • Fax (707) 526-1016

Job Announcement

Position:	Grants Coordinator
	Full Time with Benefits
Clinic Hours:	Monday – Friday, 8:00 AM to 5:00 PM
Worksite:	Santa Rosa
Department:	Behavioral Health Department
FLSA Status:	Non-Exempt
Reports to:	Behavioral Health Director
Salary Range:	\$25.96 to \$37.93 per hour
Application Closing Date:	Open Until Filled

Job Purpose: Under the general supervision of the Behavioral Health Director, the Grants Coordinator will be responsible for administration and coordination of activities under the four California Rural Indian Health Board's (CRIHB) Tribal Public Health Capacity-Building and Quality Improvement Umbrella Prevention of Suicide, Intimate Partner Violence and Adverse Childhood Events (IPV), Tribal Adverse Childhood Experiences (TACE), Tribal Opioid Response (TOR) and Tribal Local Opioid Coalition (LOC) grants awarded to Sonoma County Indian Health Project, Inc. (SCIHP). The Grants Coordinator will provide leadership and oversee the grants management including budget adjustments, expenditures and developing programs and/or services to meet grant guidelines. The Grants Coordinator will also support other Behavioral Health (BH) Department public health promotion grant activities.

Funding for this position provided by Federal Grants from the Centers for Disease Control (CDC) and Substance Abuse and Mental Health Services Administration (SAMHSA) through the California Rural Indian Health Board (CRIHB). Duration: Oct 2020 thru Sep 2022

Qualifications:

- Bachelor's Degree with minimum two (2) years of experience in a Grants Coordinator position, and or Behavioral Health field.
- Master's Degree in Public Health or similar preferred.
- Grant funding policies and procedures and applicable local, state, federal regulations knowledge preferred.
- Advanced experience with Microsoft Office Suite.
- Position requires 5%-10% travel throughout Northern Sonoma County, California.
- Requires ability to drive up to 5 hours a day several times per month to reach the SCIHP local tribes, including Rancherias and Reservations, in remote locations.
- Must maintain a valid, unrestricted California Driver's license and ability to be insurable under SCIHP's automobile insurance and be able to meet insurance requirements regarding driver record in order to utilize GSA vehicles.
- Must possess current CPR certification or be willing to attend a SCIHP provided CPR training
- Must satisfactorily pass a pre-employment drug screen, physical and background investigation.

Special Qualifications: Must be sensitive to the needs of the Native American Community, which includes culture, traditions, and background.

Why Work for Us? SCIHP is a place where patients are treated with respect, dignity, compassion, and enables strong and trusting relationships with providers and staff. SCIHP offers a comprehensive and competitive benefits package that includes low deductible medical insurance, a medical *and* a dependent flexible spending account, along with employer-paid dental, vision, life insurance, employee assistance program (EAP), and a free gym membership. After 1 year of employment we offer a 401K Plan with an employer non-elective safe harbor contribution of 3% which is immediately 100% vested.

Apply to Sonoma County Indian Health Project, Inc.

Attn: Human Resources Manager

144 Stony Point Road, Room 2209, Santa Rosa, CA 95401

Fax (707) 526-1016 or Email Resume and SCIHP Application to: employment@scihp.org

Employment Application available online at: www.scihp.org/human-resources

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Preference Act (Public Law Title 25, U.S. Code, Sections 472 and 473). Subject to the foregoing, Sonoma County Indian Health Project, Inc. is an equal opportunity employer. All application forms are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Sonoma County Indian Health Project, Inc.

Reasonable Accommodation: Sonoma County Indian Health Project, Inc. will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of selections procedures by calling (707) 521-4654.