

JOB OPENING ANNOUNCEMENT

Job Title: CHR/WIC Supervisor

Report To: Medical Clinic Manager

Department: Medical Center

Job Vacancy: YAN-26-100

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 09/21/2026

Closing Date: Until Filled

POSITION DESCRIPTION:

The Community Health Representative (CHR) Supervisor is responsible for the supervision of the CHR/WIC personnel and medical transport drivers which includes providing certain specified health services to community members and managing contract grant funds.

QUALIFICATIONS:

- Minimum of three (3) years community health experience.
- Prefer at least two (2) years experience with tribal environment.
- Ability to read, analyze and interpret moderately complex data.
- Certified Nursing Assistant (CNA) Certification is preferred.
- Prior three (3) years of supervisory experience preferred.
- Ability to make effectively, presentations on controversial or complex topics.
- Evidence of continuing education to maintain any required Certification/License and update knowledge and skills.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Responsible for developing, implementing and evaluating Tribal CHR/WIC goals and objectives; responsible for keeping abreast of community and global trends in public health and designing quality CHR/WIC programs and services intended to improve the health and welfare of the service population.
- Develops methodologies to perform needs assessments and/or surveys to determine priority areas of CHR activities and to measure outcomes upon development and implementation.
- Works closely with the Yavapai-Apache Medical Center, Indian Health Services (IHS) staff and programs, and other services agencies to further the quality of health care within the Yavapai-Apache Nation.
- Prepares and submits program proposals, budgets, amendments, required reports and other correspondence relative to the operation of the CHR/WIC Program and in accordance with funding source requirements and tribal expectations.
- Attends departmental, staff, community, local, state and federal agency meetings as required and necessary in efforts of representing the needs of the Yavapai-Apache Nation.

- Maintains a mutually positive and beneficial working relationship with other tribal employees.
- Exercises supervisor authority and responsibility over subordinate staff in order to efficiently complete work projects; provides instruction and training to subordinates regarding work assignments, procedures, methods and techniques and performance standards; monitors work in progress and evaluates performance; and provides guidance, in-service training and/or approves appropriate training for staff.
- Develop and manage a system for assigning work to CHR/WIC which maximizes resources with needs.
- Direct the delivery of health, education and welfare training programs.
- Makes periodic reports, both oral and written, to Tribal management, Tribal Council, state and federal agencies, boards, commissions, on the status of community health issues, grants, budgets, etc.
- Represents the Nation on community health issues in meetings with local, state and federal government officials as necessary.
- Develops, administers and effectively manages program budget.
- Monitors expenditures and revenues to ensure that budget forecasts are met.
- Ensures that training and development opportunities are maximized for assigned staff.
- Supports and interfaces with other employees and Tribal members.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

