

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-19-73

Closing Date: Open until filled



POSITION TITLE: Grants Coordinator

DEPARTMENT: General Services

Position Summary:

Under general supervision of the Contracting/Procurement Officer, serves as a point of contact and liaison for coordinating and overseeing the grant application and management process including: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets, collaborating on grant applications with various departmental units and sub-units, and processing, monitoring and coordinating required report evaluations on existing grants. The Grants Coordinator monitors the financial management of grants for the purpose of complying with all programs and funding guidelines of awarding organizations. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Collaborates with a variety of parties (e.g., WIHCC personnel, community organizations, etc.) for the purpose of securing funding to maintain and enhance services and/or programs.
- Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.) to ensure compliance with the WIHCC and funder guidelines.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology.
- Develops grant applications and related documents according to format required (e.g. technical documentation, budgets, specific inquiries, etc.) and submits to the appropriate funding agency.
- Discusses program requirements and sources of funds available with departments administration and personnel.
- Researches grant opportunities (e.g. facility improvements, curriculum development, administrative needs, etc.) to develop additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities.
- Submits proposal to the appropriate agency review and funding officials for approval. Meets with representatives of funding sources as appropriate to work out final details of proposal.
- Directs and coordinates evaluation and monitoring of grant-funded programs, or writes specifications for evaluation or monitoring of program by outside agency.
- Assists department personnel in writing periodic reports to comply with grant requirements.
- Maintains master files on grants. Monitors paperwork connected with grant-funded programs.
- Confers with personnel to develop program goals and objectives, outlines how funds are to be used, and explains procedures necessary to obtain funding.
- Works with Procurement Specialist in preparing narrative justification for purchase of new equipment and other budgetary expenditures.
- Evaluates degree of match between listed grant priority area and system needs for the purpose of matching needs with funding sources.
- Monitors proposals and funding application requirements (e.g. presentation [number of copies and binding], content, delivery method and labeling, deadlines, eligibility for grant, etc.) to maximize successful awarding of grant funds.
- Participates in meetings, workshops and seminars to gather information required to perform functions.
- Presents concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) to gain the required administrative and board approvals; provides progress reports to administration and funding sources and/or advises other staff of potential funding sources.
- Presents grant workshops for the purpose of increasing WIHCC staff skills in obtaining funds.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.

- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in Public or Business Administration or related field required; Master's Degree in Business Administration or related field preferred; experience with grants coordination in a health care setting highly desired; a combination of education and relevant experience that has provided knowledge, skills, and abilities in the grants management environment. Certification in Grants Management or Grant Writing preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of the principles, problems and methods of grant proposal writing and administration.
- Knowledge of applicable federal, state and local laws related to grants.
- Knowledge of database software, tools, and usage.
- Knowledge of local, state, federal, corporate and non-profit grant and funding sources.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to multi-task and meet aggressive deadlines.
- Ability to plan, organizes and complete complex tasks, and evaluate results.
- Ability to be dependable in attendance and job performance.
- Ability to analyze and use data to identify and implement systems improvements.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.