



**AMERICAN INDIAN COUNCIL
OF MARIPOSA COUNTY**

SOUTHERN SIERRA MIWUK NATION
P.O. Box 186 · Mariposa, California 95338
SouthernSierraMiwukNation.org

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MIWUMATI HEALING CENTER: OPERATIONS MANAGER

Job Title:	Miwumati Operations Manager	Position Type:	Full Time (32 hrs/week) Mon-Thurs 8am-4:30pm
Location:	Miwumati Healing Center 4629 Hwy 49 S, Mariposa	Wage:	\$22.00 per hour

Application Accepted By: Email Resume and Cover Letter to: ssmiwuknation@gmail.com Subject Line: "Miwumati Operations Manager" *OR* Drop off Resume and Cover Letter in person at: Miwumati Healing Center 4629 Hwy 49S, Mariposa, CA 95338 Mon-Thurs 8am-4pm
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Southern Sierra Miwuk Nation, operating through our nonprofit American Indian Council of Mariposa County (AICMC), is seeking an Operations Manager that has a well-rounded background in nonprofit operations for the Miwumati Family Healing Center. This position will interface regularly with the AICMC Board of Directors/Miwuk Tribal Council, existing employees, tribal members and contractors.

KEY RESPONSIBILITIES

The primary responsibility of this role is oversight of Cultural Programs and Tribal Behavioral Health Programs at the Miwumati Healing Center, including:

Program Operations Leadership -

Develop, oversee, and continually enhance the operational infrastructure, systems, and processes that ensure effective and efficient operations – such as grants, record-keeping, reporting, planning, and formalizing workflow. Develop systems that will allow for visit billing

in the future. Support organization-wide goals that model Indigenous values-based culture. Enhance the work and effectiveness of the Miwumati Family Healing Center and the AICMC general operations. Maintain the policies and procedures manual, including Behavioral Health specific policies for client confidentiality and regulatory compliance.

Fund Development.

Responsible for the identification, acquisition and management of funding opportunities, which includes direct funding from the County and other grants.

Support to the Tribal Council/AICMC Board of Directors.

Prepare a monthly report for the General Council Meeting. Assist in annual strategic planning, budgeting, contract management for outside consultants/contractors, key performance metric analysis and tracking. Participate in strategy discussions and decision making, providing crucial perspectives on the operational implications of decisions.

Communications and Coordination.

Work with Outreach Coordinator to develop content and provide tribal updates via all communications channels. Maintain overall database of donors with detailed giving information. Respond to inquiries and route them to the most appropriate person as needed.

Compliance.

Responsible for developing systems to track activities that lead to improved operations and reporting for grants and clients. Ensure that all operations are compliant with AICMC policies, procedures and practices and aligns with the AICMC mission. Responsible for ensuring compliance with all Behavioral Health clinic regulations.

Staff Management.

Manage all Miwumati staff. Effectively balance workload and assignments across the team; provide coaching, feedback, and support the professional development of individual team members. Work closely to support effective and thoughtful working relationships among staff. Provide effective leadership for staff, including training, assigning and directing work, and appraising performance. Work with staff across the organization to create a culture of learning and collaboration. Embody effective and respectful teamwork.

External Engagement.

Serve as a participant and presenter at a range of external meetings, as appropriate, related to organizational goals and Board needs. Assist in building and supporting existing networks. Serve as an additional liaison to all stakeholders, including Mariposa County and the National Park Service, to help build supportive and efficient working relationships.

Support for Volunteers.

AICMC is successful because of its many volunteers. This position will provide some support to Committee Chairs and Finance Manager assisting them in coordinating activities, including some logistical support. Assist in coordinating volunteers for fundraising events.

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

EDUCATION & QUALIFICATIONS

REQUIRED:

- Experience managing an organization or large program with demonstrated competence and success.
- Ability to maintain confidentiality. (HIPAA compliance)
- Experience supervising staff.
- Must possess strong communication skills, with a commitment to clear and honest communication.
- Must have experience working with indigenous communities. Commitment to understanding the history, culture, and needs of the Southern Sierra Miwuk Nation.
- Must respect cultural and human diversity; must be willing to maintain professional relationships with intertribal and non-native partners
- Must be proficient in email communication and computer literate, including Microsoft Office Suite
- Effective time management skills with demonstrated ability to balance multiple priorities and tasks simultaneously and manage a diverse and demanding workload.
- Strong moral character with supporting professional references
- Must possess a valid driver's license and have reliable personal transportation

PREFERRED:

- Experience working in mental/behavioral health or healthcare setting
- Bachelor's degree is preferred but not necessary. (Competent experience can be accepted in lieu of a formal degree.)
- Experience working with nonprofits or tribal organizations
- Successful fund development and/or earned revenue expansion
- Strong knowledge of cultural practices of indigenous Californians

Tribal and Indian Preference

The Southern Sierra Miwuk Nation is a Non-Federally Recognized Tribe and conducts business through its non-profit American Indian Council of Mariposa County, and in accordance with the Tribe's employment policies, has implemented a Tribal and Indian Preference. Pursuant to this Policy, Miwuk Nation shall give preference in hiring to Native Americans who are members of a Native American/Alaskan Native Tribe.

Aside from employment preference as provided in this section, the Southern Sierra Miwuk Nation shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

AICMC is a Drug and Alcohol Free Workplace.