



Grants/Contracts Coordinator
Position Description

Department:	Finance Office
Job Code:	
Pay Range:	DOQ
Hours/week:	40
Position Type:	Full-Time

Reports to:	Finance Manager
Classification:	Non-Exempt
Effective Date:	November 13, 2023
Revised Date:	December 29, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Canoncito Band of Navajos Health Center, Inc. ("CBNHC") are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and respectful manner with patients, employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Grant Coordinator will identify and apply for various grants that meet the organization's needs, overseeing the grant application process from beginning to end. The Grant Coordinator will also provide financial information and advice for grant applications and provide administrative support and coordination to staff throughout duration of the award. This position reports directly to the Finance Manager and will collaborate with various staff members across the organization.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Researches various types of grants available and the criteria to qualify for each.
- Discusses available sources of funding with administrative managers.
- Compiles necessary information for the application process through collaboration with other employees, database research, and other factfinding actions and meetings.
- Drafts and completes grant applications according to application requirements.
- Ensures grant is submitted on time and within application parameters.
- Completes all documents, forms, or reports required by the grant.
- Manages the monitoring and evaluation of grant-funded programs and projects.
- Develops and maintains master files on grants and paperwork/reporting connected to programs funded by grants.
- Monitors financial administration of grants to ensure that proper documentation is submitted for expenditures and that requests for funds are made within time limitations specified.
- Performs other related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Three (3) years' grants/contracts writing or similar experience.
- Education:
- High School diploma or equivalent GED. Bachelor's degree in Communication, Public Administration, Business Administration, or related field.



Grants/Contracts Coordinator Position Description

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Working knowledge of grant funding policies and procedures and applicable local, state, and federal regulations.
- Excellent verbal and written communication skills.
- Advanced knowledge of effective grant writing techniques.
- Proficient in Microsoft Office Suite, database and spreadsheets, and related software.
- Extremely organized and meticulous with details.
- Excellent time management skills and flexibility, ability to prioritize work and resources, and proven success in meeting deadlines.
- Ability to interpret financial data and prepare budgets and financial grant reports.
- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects. Must possess a high degree of integrity and trust.
- Strong analytical, decision-making, and problem-solving skills.
- Ability to work both independently and in a team.
- Comfortable operating in a dynamic, constantly changing environment.
- Expertise in engaging with diverse social and cultural groups (internally and externally) via various communication channels.
- Must be able to carry out the essential duties, functions, and responsibilities as detailed above.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Diné language.
- Knowledge of traditional Navajo customs and traditions.
- Prior experience working with Indian Health Services (IHS), a Tribe, or a Tribal healthcare organization.
- Master's degree with 3 years' experience *or* Bachelor's degree with 5 years' experience highly preferred.
- Grant writing certification from American Grant Writers Association or Grant Professionals Association.

WORK ENVIRONMENT

- Work environment: *The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job.* Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids. Work is performed in a variety of settings including large meeting rooms, auditoriums, classrooms, outdoors or in an office environment with moderate noise level.
- Physical demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job.* While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.



Grants/Contracts Coordinator
Position Description

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
- For more information, contact Human Resources at (505) 908-2307 ext.119

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.