



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Cultural Manager</b>	
<b>Department:</b>	<b>East Mountain Resource Center</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Pay Grade: NE10 (\$20.91-\$29.27/hr)</b>
<b>Opening Date:</b>	<b>April 30, 2025</b>	<b>Closing Date: May 30, 2025</b>

#### **Job Summary**

Employee will be working directly with VAWA Director. Employee will be supervising two part-time employees and overseeing the goals of the project, managing budget, and ensuring timelines are met. Employee will have a fluent understanding of the Tribe's culture and language. With the help of the VAWA Director, employee will create and implement new program. Employee will be handling all grant activities. Employee will be working directly with community members, and other tribal programs. Employee will be working with domestic violence victims, will need to know what domestic violence is and its dynamics.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **Duties and Responsibilities**

- Work closely with Director in launching and organizing new program.
- Coordinate and oversee the implementation of project related to cultural service delivery within the community as prioritized in grant.
- Experience in Public Relations, public programming.
- Knowledge in word processing, marketing, fundraising and budgeting.
- Effectively perform job duties, should be decisive, creative, analytical, flexible, and have strong interpersonal skills.
- Handle all aspects of researching, preparing and promoting community events or programs related to culture.
- Issue informational materials such as brochures, newsletter.
- Study changes and trends in the community to determine if they should modify their events.
- Effective and positively respond to questions, comments and request from the community.
- Good oral and written communication and computer skills are required.
- Work closely with tribal departments, schools, tribal court, and prosecutor and public defender's office.
- Receives referrals and schedules traditional counseling sessions for clients.
- Documents all services provided and maintains information appropriately in client folders.
- Develops and implements domestic violence presentation and recreation activities.
- Assures assistance, facilitation and support coordination of crisis intervention for high risk clients.
- Ability to maintain accurate client records while protecting confidentiality of patient records.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationship with individuals of varying social and cultural background and with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Skill in preparing, reviewing and analyzing operational and financial reports.
- As a manager will oversee two staff's work performance.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree in Social Work or similar field is required.
- Knowledge of the effects of consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- MAT Tribal Ordinance 06-02 will apply.
- Must be able to effectively communicate in written and oral formats, and specifically utilize skills to oversee/administer Departmental funding and facilitate meetings.
- Must be able to work in an interdisciplinary team environment, with professional, technical and administrative staff interacting closely.
- Must possess valid State driver's license and meet Tribal insurance standards.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Selection will comply with "Tribal Preference Hiring" Ordinance 06-02.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in budget preparation and administration.
- Skill in preparing reports and correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently and meet strict time lines.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; sit; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment**

Work is generally performed in an office or indoor setting with a moderate noise level. Evening, weekend, and/or holiday may be required.

**Please submit an Application for Employment or resumé to the Human Resources Department, 575-464-9276. Applications are available on the Tribal website, [www.mescaleroapachetribe.com/careers/](http://www.mescaleroapachetribe.com/careers/).**