



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

Position Title:	Director of Health Education & Wellness		
Department:	Health Education		
Employment Status:	Full-time/Exempt	Pay range: E5-(\$78,000- \$95,000/annual)/DOE	
Opening Date:	June 23, 2025	Closing Date: Open until filled	

#### **Job Summary**

The Director of Health Education & Wellness provides strategic leadership, oversight, and vision for the Tribe's health education initiatives and wellness programs. This position is responsible for directing community-based health education services, securing funding, supervising departmental staff, and managing operations of the Tribal fitness and wellness facilities. The Director ensures the delivery of culturally relevant, data-informed health promotion programs that align with the Mescalero Apache Tribe's public health priorities. Reports to: Executive Health Officer or Tribal Administrator.

***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**

- Lead the strategic planning, development, implementation, and evaluation of all health education and wellness programs serving the Mescalero Apache community.
- Supervise, mentor, and evaluate a team of health educators, fitness staff, and wellness professionals; ensure staffing levels meet program and community needs.
- Oversee the daily operation and long-term planning of the Tribal fitness center, including program development, equipment needs, risk management, and community outreach.
- Establish departmental policies and procedures; ensure alignment with tribal regulations, public health standards, and grant requirements.
- Direct fiscal operations, including developing and administering the department's annual budget, managing contracts, and approving expenditures.
- Identify, apply for, and manage grant funding opportunities; oversee all grant reporting, deliverables, and compliance requirements.
- Serve as the lead instructor or oversee delivery of health and wellness classes, including CPR/First Aid certification, fitness instruction, chronic disease prevention, and community wellness education.
- Collaborate with tribal departments, local schools, IHS, and external partners to enhance health promotion activities and integrated care.
- Analyze program data and health trends to evaluate effectiveness and support data-driven decision-making; prepare executive-level reports for tribal leadership and stakeholders.
- Advocate for health equity, disease prevention, and wellness priorities in tribal planning processes.
- Ensure all services are delivered with cultural competency, community respect, and confidentiality.
- Perform other duties as assigned by executive leadership.

#### **Minimum Qualifications**

- Bachelor's Degree in Public Health, Health Education, Exercise Science, Community Health, Health Administration, or a related field preferred.

- Minimum three (3) years of progressively responsible experience in public health, health education, or wellness program leadership, including three (3) years in a supervisory or management capacity.
- Certification in CPR/First Aid instruction or willingness to obtain within 90 days.
- Experience in grant writing and program administration.
- Must possess valid State driver's license and meet Tribal insurance standards.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

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

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

- Expert knowledge of health education theory, community health promotion, fitness and wellness programming, and disease prevention strategies.
- Strong understanding of tribal health systems, public health funding sources, and culturally responsive education practices.
- High-level budgeting, grant administration, and contract management skills.
- Excellent leadership, communication, and organizational skills.
- Proficient in Microsoft Office and health data systems.
- Ability to work collaboratively with a wide range of internal and external stakeholders.
- Proven ability to lead and inspire multidisciplinary teams in a mission-driven environment.
- Commitment to confidentiality, cultural humility, and professional integrity.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. Must be able to lift up to 50 pounds occasionally and demonstrate physical ability sufficient to instruct or oversee wellness and fitness activities when needed.

### **Work Environment**

Work is performed in office settings, health education environments, and fitness centers. Evening, weekend, and holiday hours may be required based on community program schedules and events

**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/).**