

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Equine Program Manager

SALARY RANGE: \$19.00-\$22.00 DOE

DEPARTMENT: Kewa Family Wellness Center

POSITION STATUS: Full-Time, Non-Exempt

SUPERVISOR: KFWC Director

JOB POSTING ID: KFWC - 24297

Accepting applications 7/29/24 – until filled.

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

Basic Purpose:

The Equine Program Manager will play a pivotal role in the development, implementation, and management of our equine program. This position involves overseeing the daily operations of the program, ensuring the welfare of our horses, managing stable operations, and working closely with therapists to facilitate equine-assisted activities. The ideal candidate is a compassionate leader with a deep understanding of equine management and a passion for using equine-assisted strategies to support therapeutic outcomes. Duties include but are not limited to daily management and coordination of daily feeding, provision of water, turning out, mucking stalls/paddocks, and bedding stalls as prescribed for each horse's needs. Responsible for the management and documentation of equine care and health records. Responsibilities related to the tracking of grain, supplements, hay, supplies and bedding as well as supplies needed for horse safety are included.

Essential Functions:

- Develop, implement, and evaluate program curricula and activities in collaboration with therapists and other stakeholders.
- Oversee the care and management of the horses, including health, nutrition, exercise, and overall well-being.
- Responsible for maintaining all horse charts, files, and paperwork with updated information in our database.
- Manage stable operations, ensuring a safe, clean, and organized environment for both horses and participants.
- Coordinate with therapists and staff to schedule and facilitate equine-assisted sessions, tailoring activities to meet the therapeutic goals of participants.
- Train and supervise staff and volunteers in equine handling and safety protocols.

- Foster relationships with community partners, potential donors, and stakeholders to promote the program and secure support.
- Ensure compliance with industry standards and best practices in equine-assisted activities and therapy.
- Monitor and manage program budget, resources, and inventory.
- Participate in professional development and stay updated on research and trends in equine-assisted activities and therapy.
- Hire, schedule, train and supervise Contracted Barn Assistants to ensure efficient running of facility during weekends and holidays. Must fill in on holidays if barn assistants cannot fill holiday shifts.
- Participate in volunteer barn shift training for new contractors, clients, and volunteers.
- Primary point of contact for vet, farrier, and other necessary services for horses.
- Track and maintain all budget related goals and milestones.
- Maintain compliance with all Policies and Procedures.
- Other Duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, federal HIPAA guidelines, and proper behavior between staff, residents, parents, and vendors. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing the effort of others and praising that effort.

MINIMUM QUALIFICATIONS:

- 3 + experience working in a riding facility or barn caring for horses, degree in related field preferred but not required.
- Must be willing to obtain Certified Peer Support Worker (CPSW) or Certified Clinical Supervisor (CCSS) certification within one year of employment.
- Must be at least 21 years of age.
- Demonstrated ability to develop and manage therapeutic or educational programs and strong working knowledge of equine health, wellness, and training.
- Strong leadership, communication, and interpersonal skills.
- Ability to work collaboratively with therapists and other professionals.
- Commitment to promoting the welfare of both participants and horses.
- Must be physically and mentally fit - the job is physically demanding and requires the ability to lift a minimum of 50 pounds and work outside in all weather.
- Experience in the creation, leadership and/or management aspects of either children, adult, or family services/programs.
- Experience overseeing staff scheduling, staff hiring, and budget management.
- Experience and familiarity with risk management practices to ensure safety on experiential activities.
- Experience in delivering psycho-educational and psycho-therapeutic services and running groups.
- Experience in the prevention of substance abuse, violence, or other health areas.
- Extended working hours, including various work shifts, weekends, and evenings, may be required.
- Must be able to satisfactorily pass a background check.
- Must possess a valid driver's license and be insurable through the Santo Domingo Pueblo's liability plan.

BENEFITS OFFERED:

- Competitive Pay
- Personal Leave, earn up to 8-hours per pay period based on hours worked.
- Paid Holidays
- Paid Administrative Leave
- Affordable medical plans, dental, vision, accident, hospital, and critical illness plans.
- Life Insurance AD&D plan
- Competitive 401k retirement plan, up to 5% match.
- Amenities aimed at creating a solid work/life balance

HOW TO APPLY

Please submit the complete application packet.

- By email: HR@kewa-nsn.us
 - Subject line: **Equine Program Manager – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: <https://santodomingopueblo.isolvedhire.com>
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume

Incomplete application packets may delay or exclude consideration of your application.