

**WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: PROJECT DIRECTOR

SUPERVISOR: TRIBAL ADMINISTRATOR

GENERAL DESCRIPTION: Under the supervision of the Tribal Administrator. Provides strategic oversight and manages day-to-day activities of the Tribal Youth Suicide Prevention and Surveillance Project. Responsible for establishing the organizational structure, hiring staff, and providing leadership in all facets of the planning, development, and implementation of project goals and objectives.

DUTIES AND RESPONSIBILITIES:

1. Monitor the Project to evaluate the progress status in completion of all goals and objectives.
2. Responsible for the efficient fiduciary operation of the Project and insures that expenditures are in compliance with the Project's budget and guidelines.
3. Supervise all program staff including, hiring, training, evaluating work performance and disciplinary actions.
4. Responsible for the successful implementation of all project related goals and objectives.
5. Manages evaluation contract and reviews all evaluation reports.
6. Oversee and manage project budget and expenditures.
7. Oversees the implementation of an advisory board, including the development of project orientation packet and materials.
8. Conducts a community information scan to assess current knowledge and comfort about suicide.
9. Develop educational seminar in collaboration with advisory board members and agency partners.
10. Host quarterly coalition meetings to discuss and improve the current identification and referral network.
11. Identify and select behavioral health provider agencies to enter into formal agreements.
12. Performs other duties directly related to program as needed.

QUALIFICATIONS:

1. Master's Degree in health and/or human services related field and three or more years of previous experience in project/program administration or management.
2. Experience in managing suicide risk. Knowledge and familiarity with suicide prevention outreach, awareness, programs, and interventions.
3. Working knowledge of federal guidelines program operations. Must have experience in the administration of grants/contracts.
4. Working knowledge of fiscal operations and budget management.
5. Demonstrated experience in planning and building service systems, management, policy analysis and strategic thinking.
6. Knowledge of children's mental health and related service systems.
7. Demonstrated ability to foster collaborative relationships.
8. Advanced knowledge of word processing software and database programs.
9. Ability to establish and maintain a positive working relationship with others.
10. Working knowledge of office equipment and various filing and records management systems.
11. Knowledge of personnel, budgets, and financial management practices.
12. Must possess a valid Oklahoma Driver's License.
13. This position requires a successful background check and drug screening.