



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Director – Native Connections Project

**DEPARTMENT:** Executive & Management

**LOCATION:** Offsite – 131 West Broadway, Anadarko

**REPORTS TO:** SAMHSA Administrator

### **JOB SUMMARY:**

Director is responsible for the daily administration and overall operations of all grants/contracts and tribal funded programs within the Native Connections Project. Provide strategic oversight; manage day-to-day activities; establish organizational structure; hires staff; and provides leadership in all facets of planning, development, and implementation of project goals and objectives. Provides supervision to department staff.

### **CORE DUTIES AND RESPONSIBILITIES:**

1. Shall be primarily responsible for overall management of the grant(s) by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable SAMHSA grant regulations.
2. Composes and submits annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
3. Responsible for developing and monitoring operating budgets and insures that expenditures are in compliance with grant regulations, inclusive of either Tribal Cash Match or In-Kind costs as applicable.
4. Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by the funding agency. Ensures financial reports have been submitted in a timely manner.
5. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.

6. Responsible for the successful implementation of all SAMHSA project related goals and objectives. Manages evaluation contract and reviews all evaluation reports.
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 and substance abuse.
9. Develop educational seminar in collaboration with advisory board members and agency partners. Host coalition meetings to discuss and improve the current identification and referral network.
10. Identify and select behavioral health provider agencies to enter into formal agreements.
11. Provides oversight of development of Intake Packets and Case Management system.
12. Performs other duties related to position as necessary or assigned.

**EDUCATION AND EXPERIENCE:**

1. A Master's or Bachelor's Degree in Health, Human Services Management or other related field is preferred. However, candidate must have completed at least three (3) years in Health, Human Services Administration, Management, or related field from an accredited College or University and may combine any equivalent combination of experience; and have at least three (3) years of experience in project/program administration or management. The experience and training must be documented by previous work experience, and a copy of college transcripts is required to document education.
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, fiscal operations, and budget management. Must have experience in the administration of grants/contracts.
4. Have the ability to interpret and follow program guidelines relating to the Native Connections Project and SAMHSA related programs.
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. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program. Ability to establish and maintain a positive working relationship with others.
9. Be computer literate and able to operate software for letter processing and spreadsheets. Must have the ability to organize and maintain clear and concise records. Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.
10. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies. Direct Deposit is required.

**NATIVE PREFERENCE:** Because this is a Tribal grant, preference will be given to members of federally recognized Tribes

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT SUPERVISOR

\_\_\_\_\_  
DATE

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CHIEF OPERATIONS OFFICER

\_\_\_\_\_  
DATE

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**HUMAN RESOURCES DEPARTMENT**

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**DATE**

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*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*