



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Emergency COVID Initiative (ECI) Project Director

**DEPARTMENT:** Executive & Management Staff

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

**REPORTS TO:** SAMHSA Administrator

### **JOB SUMMARY:**

The Project Director in the SAMHSA Emergency COVID Initiative (ECI) project will be actively involved in all aspects of the ECI project goals and deliverables as stated in the grant proposal. The Project Director will provide daily oversight of the grant and supervise the Case Manager/Outreach Coordinator and the Administrative Assistant as well as all the contractors working on the grant. The Project Director will oversee both internal and external coordination and supervise the progress of the grant. The Project Director will work closely with the contracted Data Analyst to ensure Data Collection, Performance Measurement, and Project Performance Assessments related to the award requirements. The Project Director will work closely with the Data Analyst, and Case Manager/Outreach Coordinator to ensure the stated program goals and objectives are met.

### **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 and also actively seeks and applies for funding from additional resources.
3. Responsible for developing and monitoring operating budgets and insures that expenditures are following grant regulations, program administration and grants management, especially federal grants.

4. Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by SAMHSA. 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, dissemination plan, 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. Provides oversight of the development of American Indian community-based research, especially youth.
8. Implementing and promoting substance abuse prevention.
9. Budgeting, contract supervision, project collaboration with evaluators and outside entities
10. Performs other duties related to position as necessary or assigned.

**EDUCATION AND EXPERIENCE:**

1. A Master's Degree in Public Health, Human Services Administration, Management or other related field is preferred; However, candidate must have completed at least three (3) years in Public Health, Human Services Administration, Management, or other related field from an accredited College or University and/or a combination of education and work experience may be substituted and have at least three (3) years of experience in project/program administration or management, each two (2) years of supervisory experience may be substituted for one year of completed study. 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 substance abuse. Knowledge and familiarity with substance abuse 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 Emergency COVID-19 Initiative (WAT-ECI) and SAMHSA related programs.
5. Demonstrated experience in planning and building service systems, management, policy analysis and strategic thinking.
6. Knowledge of Health promotion and substance abuse prevention program implementation.
7. Demonstrated ability to foster collaborative relationships with community and youth.

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.

**KNOWLEDGE SKILLS AND ABILITIES:**

Strong computer skills and ability to write public health-oriented reports. Data collection, analytical skills, and experience in the protection of human subjects are also required as incumbent will make decisions based on collected data. Knowledge in federal statutes regarding confidentiality is also required but may be obtained after employment.

**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 drug screening. Must pass a criminal background investigation in accordance with P.L. 101-630, Section 408 (a) & (b) - cannot have any convictions related to drugs, felonies, or crimes against a child. Must sign a Confidentiality Agreement and abide by confidentiality as required by Law regarding client matters. 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

**SPECIAL CONDITIONS:**

If the applicant does not reside in Caddo County, frequent trips to the county to participate in project activities will be needed.

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**

\_\_\_\_\_  
**CHIEF OPERATIONS OFFICER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**HUMAN RESOURCES DEPARTMENT**

\_\_\_\_\_  
**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.*