



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Alzheimer’s Disease Programs Initiative Project Director

DEPARTMENT: Health

CLASSIFICATION: Executive Leadership Staff (ELS)

LOCATION: Wichita Tribal Complex

REPORTS TO: Health Services Administrator

JOB SUMMARY:

The Project Director will be actively involved in all daily aspects of the “Alzheimer’s Disease Programs Initiative” grant including planning and implementation of evidence-based interventions, conduct of tribal and community education and outreach, supervision of project colleagues, interaction with evaluator team, and preparation of reports. S/He will work closely with the DCS, other project team members, and the evaluation team to ensure the stated program goals and objectives are met. Project Director will also be involved in collaborative arrangements with other tribal projects, tribal divisions, and community agencies, as necessary.

CORE DUTIES AND RESPONSIBILITIES:

1. Performs the day-to-day federal responsibilities of managing a grant initiative, budget reporting and work with the grantee to ensure that the minimum requirements for the grant are met.
2. Develops and delivers supportive services to persons living alone with Alzheimer’s Disease Related Dementias (ADRD) in communities.
3. Ensures that staff communicate effectively with people with dementia and their caregivers and provide services that are person- and family-centered, offer self-direction of services, and are culturally appropriate.
4. Educates staff to identify possible dementia, and understand the symptoms of dementia and appropriate services.

5. Educates the public about brain health, including information about the risk factors associated with developing dementia, first signs of cognitive problems, management of symptoms if individuals have dementia, support programs, and opportunities to participate in research.
6. Implements quality assurance systems that measure how effectively providers serve people with dementia and their caregivers.
7. Encourages development of dementia-friendly communities, which include key parts of dementia-capability.
8. Coordinates with Wichita and Affiliated Tribe's Public Health Nurse on Doctor referrals for general health issues for follow-up and monitoring.
9. Provides dementia-care education and training to Wichita and Affiliated Tribe's Health Program staff and community members involved in care of individuals living with dementia.
10. Attends and participates in major project events as appropriate.
11. Other duties as assigned by the Health Services Administrator.

EDUCATION AND EXPERIENCE:

1. Possess Bachelor's Degree in Public Health, Health Administration, Business or related field from an accredited College or University. Experience and training in health projects or/and a combination of education may be substituted. However, candidate must have completed at least two (2) years in Health, Health Administration, Public Health or related field from an accredited College or University and may combine any equivalent combination of experience, training, and/or education. The experience and training must be documented by previous work experience.
2. Must have at least two (2) years of experience providing training and/or community outreach activities.
3. Must have the ability to interpret and follow program guidelines relating to age-friendly and dementia-friendly best practices.
4. Demonstrated proficiency in grant and program administration, budget management, financial projections, as well as experience in grant writing and other procurement of funds.
5. Must have communication skills, both oral and written, to interact with staff, clients, officials, funding agencies, medical staff, and other individuals regarding program and client matters.
6. Must be a self-starter and be able to work with a minimum amount of supervision.
7. Must be computer literate and have previous experience with data entry and able to operate software for letter processing and spreadsheets, and must be knowledgeable in Microsoft Word, Excel and Power Point database.

- 8. Proven ability to work well with Indian families, and must have positive interaction skills.
- 9. Ability to maintain a high level of confidentiality.

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, drug screening and Covid-19 testing. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies. Direct Deposit is required.

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

_____	_____
EMPLOYEE	DATE
_____	_____
DEPARTMENT SUPERVISOR	DATE
_____	_____
CHIEF OPERATIONS OFFICER	DATE
_____	_____
HUMAN RESOURCES DEPARTMENT	DATE

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.