



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Program Manager – Partnership for Success

**DEPARTMENT:** Executive & Management

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

**REPORTS TO:** Chief Operations Officer

### **JOB SUMMARY:**

Program Manager is responsible for the daily administration and services provided within the SAMHSA Strategic Prevention Framework Partnership for Success (SPFPFS), Tribal Youth Connections project. Provide strategic oversight; manage day-to-day activities; establish organizational structure; and provides leadership in all facets of planning, development, and implementation of project goals and objectives. Provides supervision to department staff. This position may work outside of the normal work week.

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

1. Shall assist the PD/PI in managing the grant(s) by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
2. Assist the PD/PI in submitting the annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
3. Assist the PD/PI in developing and monitoring operating budgets and insures that expenditures are compliant with grant regulations.
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 coordinating all of the services and activities outlined in the SPFPFS project.

7. Meet with all staff members to discuss and provide feedback on all of the behavioral interventions and strategies used.
8. Assists the PI/PD with the implementation of an Evaluation Team and Community Advisory Board, including the development of project orientation packet and materials.
9. Work collaboratively with the PI/PD, Evaluation Team, and Advisory Board to ensure all data generated is administered, collected, and communicated properly.
10. Use the review of the data generated to stay aligned with the established project and program outcomes and reporting systems.
11. Develop educational seminar in collaboration with Evaluation Team, Advisory Board, and agency partners. Host coalition meetings to discuss and improve the current identification and referral network.
12. Serves as the spokesperson for the SAMHSA Partnership for Success, Tribal Youth Connections project; serve as a liaison for program to other key agencies.
13. Attend and participate in community meetings, forums, workshops, when and where appropriate, to discuss the project.
14. Maintain and evaluate community partnership relationships and agreements.
15. Performs other duties related to position as necessary or assigned.

**EDUCATION AND EXPERIENCE:**

1. Possess a Degree in Public Health, Behavioral Health, or the Social Sciences from an accredited College or University; or have at least five (5) years of experience in project/program administration or management in a related field.
2. Experience in managing health promotion and substance abuse prevention. Knowledge and familiarity with substance abuse prevention, outreach, awareness, programs, and interventions.
3. Must have organizational skills and the ability of attention to detail. Must have the ability to organize and maintain clear and concise records.
4. Able to lead by example and promote employee self-efficacy.
5. Must easily meet the public and handle problematic situations within the scope of functioning and keep sensitive information in strict confidence.
6. Possess the ability to make independent administrative decisions when circumstances warrant such action and follow program guidelines.

7. Demonstrated experience in planning and building service systems, management, policy analysis and strategic thinking.
8. Knowledge of youth behavioral health, substance abuse prevention, and related service systems.
9. 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.
10. Be computer literate and able to operate software for letter processing and spreadsheets.
11. Proven ability to work well with Indian families and children, and must have positive human interaction skills. Demonstrated ability to foster collaborative relationships.

**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. Must be able to work flexible hours and willing to work after 5:00 PM and on weekends when necessary.

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.*