



# VACANCY ANNOUNCEMENT

## Director – B.E.A.R. Program

<b>OPENING DATE:</b>	05/22/2023	<b>CLOSING DATE:</b>	06/05/2023
<b>SUPERVISOR:</b>	SAMHSA Administrator	<b>SALARY:</b>	TBD
<b>LOCATION:</b>	COVID Command Center - 301 W Broadway Street, Anadarko OK 73005	<b>STATUS:</b>	Regular Full-Time

### JOB SUMMARY

The Program Director is responsible for the daily administration and services provided within the Department. Provides strategic oversight; manages day-to-day activities; establishes 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.

### DUTIES AND RESPONSIBILITIES

- Manages the day-to-day activities of the B.E.A.R. program.
- Supervises all staff employed under the B.E.A.R. program.
- Manages the fiscal budgets and ensures compliance with all federal budget regulations.
- Utilizes the OPUS EHR System for client case management for B.E.A.R. clients.
- Reports in the eRA Commons and SPARs systems for SAMHSA reporting.
- Responds to terms conditions listed in the SAMHSA Notice of Awards each budget period.
- Attends all required training as required by program and grant objectives.
- Performs all other duties as assigned by the Program Administrator.

### EDUCATION AND EXPERIENCE

- **Preferred:** Possess a Master’s Degree in Public Health, Behavioral Health, Business Administration, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as an administrator or in a position of equal level or responsibility.
- **Minimum:** Possess a Bachelor’s Degree in Public Health, Behavioral Health, Business Administration, or any closely related field from an accredited College or University with three (3) years of verifiable, successful work experience as an administrator or in a position of equal level or responsibility.

### REQUIREMENTS

Must possess a valid Oklahoma Driver’s License.  
This position requires a successful background check and drug screening.

### APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver’s license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

**Submit To E-mail:** [Humanresources@wichitatribe.com](mailto:Humanresources@wichitatribe.com)

**OR drop off at:** 414 Wichita Circle, Anadarko OK 73005

**Phone:** 405-247-2425

### EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

### **BENEFITS**

No cost self-only health, vision and dental insurance.  
SIMPLE IRA, 3% Tribal matching contribution.  
Vacation and sick leave.  
Paid holiday leave.