



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Circles of Care Principal Investigator/Project Director (PI/PD)

DEPARTMENT: Administrative & Office Staff

LOCATION: Off-site - TBD, Anadarko

REPORTS TO: Tribal Administrator

JOB SUMMARY:

The PI/PD in the SAMHSA Circles of Care (COC) project will be actively involved in all aspects of the COC program including strategic planning and development, prevention, recruitment of staff personnel to be trained in the field of mental health. S/He will work closely with the Tribal Administrator, the Data Analyst, and Outreach Specialists personnel to ensure the stated program goals and objectives are met. Position requirements include experience in/with:

CORE DUTIES AND RESPONSIBILITIES:

1. American Indian community-based research, especially youth oriented.
2. Program administration and grants management, especially federal grants
3. Health promotion and substance abuse prevention program implementation
4. Budgeting, contract supervision, project collaboration with evaluators and outside entities
5. Supervising evaluation and dissemination plan.
6. Development and coordination of community partners, including community Advisory Boards.

EDUCATION AND EXPERIENCE:

1. A Ph.D. degree or a Master's degree and at least three years' experience in public health programs. Five years' experience can substitute for the Master's Degree.

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. 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. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants. 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.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

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.