



VACANCY ANNOUNCEMENT

Alzheimer’s Disease Programs Initiative Project Director

OPENING DATE:	01/29/2024	CLOSING DATE:	02/12/2024
SUPERVISOR:	Health Services Administrator	SALARY:	TBD
LOCATION:	Wichita Tribal Complex	STATUS:	Regular Full-Time

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.

DUTIES AND RESPONSIBILITIES

- 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.
- Develops and delivers supportive services to persons living alone with Alzheimer’s Disease Related Dementias (ADRD) in communities.
- 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.
- Educates staff to identify possible dementia, and understand the symptoms of dementia and appropriate services.
- 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.
- Implements quality assurance systems that measure how effectively providers serve people with dementia and their caregivers.
- Encourages development of dementia-friendly communities, which include key parts of dementia-capability.
- Coordinates with Wichita and Affiliated Tribe’s Public Health Nurse on Doctor referrals for general health issues for follow-up and monitoring.
- 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.
- Attends and participates in major project events as appropriate.
- Other duties as assigned by the Health Services Administrator.

EDUCATION AND EXPERIENCE

- 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.
- Must have at least two (2) years of experience providing training and/or community outreach activities.
- Must have the ability to interpret and follow program guidelines relating to age-friendly and dementia-friendly best practices.
- Demonstrated proficiency in grant and program administration, budget management, financial projections, as well as experience in grant writing and other procurement of funds.

- 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.
- Must be a self-starter and be able to work with a minimum amount of supervision.
- 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.
- Proven ability to work well with Indian families, and must have positive interaction skills.
- Ability to maintain a high level of confidentiality.

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

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.