



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Program Manager – Mental Health Awareness Training (MHAT)

DEPARTMENT: Executive and Management Staff

LOCATION: Offsite – 301 West Broadway

SALARY: Minimum: \$21.00 Midpoint: \$26.49 Maximum: \$31.46

GRADE: EMS – 6

REPORTS TO: Public Health Services Administrator

JOB SUMMARY:

The Program Manager is responsible for the daily administration and services provided within the SAMHSA Mental Health Awareness Training (MHAT) grant project. Provides strategic oversight; manages day-to-day activities; establishes organizational structure; and provides leadership in planning, developing, and implementing project goals and objectives. Provides supervision to department staff. This position may work outside of the normal work week.

CORE DUTIES:

1. Provides direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
2. Develops and monitors operating budgets and ensures that expenditures comply with grant regulations, including Tribal Cash Match or In-Kind costs as applicable.
3. 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 on time.
4. Supervises program staff and implements personnel functions, including program-specific training, evaluating work performance, and disciplinary actions.
5. Works with staff to prepare and submit annual strategic planning documents to incorporate into the Tribe's annual strategic implementation plan.
6. Establishes long-term and short-term departmental goals and objectives.

7. Ensures department staff know and understand the long-term and short-term departmental goals and objectives.
8. Identifies funding sources and develops positive working relationships with individuals, agencies, and organizations that may contribute to the accomplishment of department goals.
9. Creates, develops, implements, and promotes innovative partnerships and projects with other tribes and federal agencies, state agencies, and other organizations.
10. Prepares and submits quarterly reports to include progress in meeting identified strategic goals, objectives, and activities during the previous quarter.
11. Supervises program staff and implements personnel functions that include evaluating work performance and disciplinary actions.
12. Performs all other duties as assigned by the Public Health Services Administrator.

SPECIFIC PROGRAM DUTIES:

1. Assists the PD/PI in managing the grants by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
2. Assists the PD/PI in submitting the annual grant applications and proposals to funding agencies and actively seeks and applies for funding from additional resources.
3. Assists the PD/PI in developing and monitoring.
4. Performs routine and preventive maintenance and testing; logs need to be easily accessible to the Administrator.
5. 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 on time.
6. Coordinates all of the services and activities outlined in the MHAT project.
7. Assists the PD/PI with the implementation of an Evaluation Team and Community Advisory Board, including the development of a project orientation packet and materials.
8. Works in collaboration with the PD/PI, Evaluation Team, and Advisory Board to ensure all data generated is administered, collected, and communicated properly.
9. Reviews the data generated to stay aligned with the established project and program outcomes and reporting systems.
10. Develops educational seminars in collaboration with the Evaluation Team, Advisory Board, and agency partners. Host coalition meetings to discuss and improve the current identification and

referral network. Seeks out external resources through conferences, workshops, etc., as necessary.

11. Serves as the spokesperson for the SAMHSA MHAT grant project; serves as a liaison for the program to other key agencies.
12. Attends and participates in community meetings, forums, and workshops when and where appropriate, to discuss the project.
13. Maintains and evaluates community partnership relationships and agreements.
14. Performs other duties related to the position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. **Preferred:** Possess an Associate's Degree in Behavioral Health or the Social Sciences from an accredited College or University; AND a minimum of 1-year experience in a management capacity with demonstrated experience serving in a high-level supervisory capacity, and/or a combination of education, training, and experience equal to one (1) year can be substituted that must be documented.
2. **Minimum:** High School or General Education Diploma AND a minimum of one (1) year of experience in an increasingly responsible Behavioral Health capacity with a demonstrated experience serving in a supervisory capacity and/or a combination of education, training, and experience equal to one (1) year can be substituted that must be documented.

KNOWLEDGE, SKILLS & ABILITIES:

- 1 Knowledge of grant and program administration, budget management, financial projections, as well as experience in grant writing.
- 2 Knowledgeable and skilled in correct spelling, grammar, and management procedures.
- 3 Skills to read, analyze, and interpret documents and write routine reports and correspondence.
- 4 Skills in communication, both oral and written, to interact with departmental staff, clients, officials, funding agencies, and other individuals regarding program and client matters.
- 5 Ability to evaluate and interpret data for the department.
- 6 Ability to interpret and follow program guidelines related to the department and related programs.
- 7 Ability to navigate through federal grant systems with little to no supervision.
- 8 Ability to operate software for letter processing and spreadsheets.
- 9 Ability to organize and maintain clear and concise records.

10 Ability to deal with stressful situations in a positive and professional manner.

WORK ENVIRONMENT:

Work is primarily indoors, but requires the position to be in an outdoor environment when traveling between campus buildings and to other offsite departments. The position may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among other personnel and/or employees.

PHYSICAL DEMANDS:

Physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; must be able to read computer screens and printed documents. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Light to moderate lifting is required.

SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding the program. The Wichita and Affiliated Tribes hiring preference policy applies.

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 identify the core duties and responsibilities of a position and to determine 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.