Sisseton-Wahpeton Oyate

Job Description

Job Title: Lead Evaluator / Data Specialist
Youth & Family TREE Project

Reports to: Youth and Family TREE Project Director

FLSA Status: Non-exempt

Salary: $47,000 to $53,276 DOE/DOQ

Summary:

The Lead Evaluator/Data Specialist works with the Project Director and co-workers to implement a five-year grant from the Substance abuse and Mental Health Services Administration (SAMHSA), entitled The Enhancement and Expansion of Treatment and Recovery Services for Adolescents, Transitional Aged Youth, and their Families (Short Title: Youth & Family TREE) TREE aims to build SWO capacity to address the Tribal Council’s declared behavioral health crisis, enacted Controlled Substance Act of 2017, and SWO Health Plan 2021-2025 priority initiative by establishing a solid, overarching Behavioral Health response structure with enhanced, expanded and well-integrated services. Throughout the five-year grant period, 450 unduplicated youth ages 25 and younger, together with their families, will receive comprehensive treatment, early intervention, and recovery support services for substance abuse disorders and/or co-occurring mental disorders.

TREE will promote an expanded, coordinated multi-system family-centered approach using evidenced-based practices and services that will make outpatient substance use disorder treatment accessible and effective for the population of focus.

Job Duties and Responsibilities:

- Proficiency with Microsoft Office and web-based computer applications.
- Provides general administrative support, such as preparing correspondence, forms and reports; composing regular correspondence; processing confidential reports and documents; working with workplace program; procurement; and updating and maintaining all files.
- Prepares data briefs, reports and presentations to support continuous monitoring, tracking and improvement of programmatic operation and performance.
- Develops processes for collecting, compiling and transmitting project data in compliance with applicable laws, policies and processes.
• Plans and implements program data collection data entry, data management, and data extraction processes required for the evaluation plan, as well as for all program reports.
• Prepares and submits reports internally and to the funding agency, ensuring that all project data and evaluation requirements are met in a timely and accurate manner.

Job Requirements:

• Proficiency with Microsoft Office and web-based computer applications.
• Experience with clinical software applications Proficiency
• Grants management experience preferred
• Knowledge of Behavioral health prevention and treatment
• Complies with all laws and policies protecting health and client identifying information and confidentiality (42 CFR Part 2).
• Administrative Assistant experienced preferred.
• Experience working in the Substance Use field.
• Proficiency with Microsoft Office and web-based computer applications.
• Experience with clinical software applications and systems (AccuCare).
• Familiar with SWO procurement and Workplace program.

Applicant Requirements:

• Valid driver’s license, liability insurance reliable personal transportation.
• Must live and promote an alcohol and drug-free lifestyle.
• Employee must pass a background check as required by Public Law 101-630, 25 U.S.C., Chapter 34, Section 320.
• Must consent to and pass initial, annual and random drug screens.
• Complies with policies and procedures protect the public from transmission of communicable diseases, including immunization and TB Test.

Approved

Date 6-22-23