

Sisseton-Wahpeton Oyate

Job Description

Job Title: Project Director, Youth & Family TREE

Reports to: SWO Behavioral Health Director

Organizational Unit: Health & Social Services Department

Salary / Hours: \$30.00 - \$35.00 / hour DOE, Full-time

Summary:

The Youth and Family TREE Project Director will administer 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 2016-2020 priority initiatives by establishing a solid, overarching Behavioral Health response structure with enhanced, expanded and well-integrated services.

Duties and Responsibilities:

1. Serves as the day-to-day point of contact for the grant project, responsible for ensuring all requirements, activities and deliverables are met and that all reports and continuation applications are submitted in a timely and accurate matter.
2. Participates in webinars, online training, and teleconferences scheduled by SAMHSA and its partners, as well as other relevant sessions.
3. Develops and implements comprehensive, integrated behavioral health system within SWO's organizational structure, including standard operating procedures, standards of care, accreditation, credentialing and privileging of professional staff, privacy and confidentiality, third party billing and processes for collaborative partnering between programs serving adolescents and transitional youth and their families who have substance use disorders and related behavioral health conditions.
4. Provides leadership, supervision and operational management oversight to Youth and Family TREE Program as a part of all SWO behavioral health programs.
5. Schedules, coordinates and provides administrative follow-up for regular departmental meetings to review policy progress toward project deliverables and coordination of effort.

6. Participates in SWO Health / Tribal Action Plan Stakeholder work group, Behavioral Health Interagency Team, program manager, and other relevant meetings and provides administrative support, leadership, follow-up and coordination.
7. Oversees compliance of Youth and Family TREE program with Tribal, Federal, and State grant and contract requirements.
8. Prepares and submits reports and budgets to comply with Tribal and Federal processes and requirements and to support continuous performance monitoring, tracking and improvement of programmatic operation and performance.
9. Develops a strategic / implementation plan that is integrated as a component to the SWO Health/Tribal Action Plan (2016-2020), Priority #4 First 1,000 Days Initiative, and reports outcomes for collective impact that will be included in the end-of-the current TAP report to the Tribal Council (due December 31, 2020) and successor TAPs.
10. Oversees acquisition of goods, services, utilities, and work venues required to meet grant deliverables.
11. Serves as one of the represents SWO behavioral health programs with outside agencies and other organizations and tribes.

Qualifications:


1. Master's Degree in public health administration or behavioral health management field
2. SD Licensed LPC-MH, LAC or MSW
3. Behavioral health program management experience, including planning, organizing, staffing, directing, controlling, reporting, compliance, and grant renewal submissions
4. Supervisory experience

Skills and Knowledge:

1. Grants management experience
2. Experience with mental health issues, substance use disorder treatment, standards of care, quality assurance, credentialing and privileging of professional staff, and requirements for clinical supervision of behavioral health staff necessary for accreditation and third party billing
3. Clinical information management systems experience (*will use AccuCare in the project*)
4. Experience with Tribal Government program operations, policies, and procedures
5. Cultural competence
6. Proficient computer skills and document preparation (*e.g. Microsoft Office*)
7. Strong oral, written, and interpersonal communication skills
8. Experience working with multiple sectors; experience with interagency coordination, having served as both a participant and leader in community coalitions or work groups

Job Requirements:

1. Valid State driver's license, valid Tribal driver's license and appropriate liability insurance.
2. Two years sobriety and promote alcohol, drug, and tobacco free lifestyle.
3. Confidentiality as specified in 42 CFR Part 2, the federal confidentiality regulations
4. Employee will be considered a mandatory reporter under the Sisseton-Wahpeton Oyate Chapter 38 Code of Laws.
5. Employee must pass a background check as required by Public Law 101-630, 25 U.S.C., Chapter 34, Section 3201
6. This position requires prior approval from the SAMHSA grant management officials before the applicant selected by the SWO can start work.

Approved  Date 8/6/2020

Revised 8/03/2020