

Sisseton Wahpeton Oyate

Job Description

Job Title: Project Manager / Data Specialist

Reports to: Health Services Coordinator

Organizational Unit: Health Administration

Salary / Hours: \$20-\$24 per hour *commensurate with education and experience* / Full-time

Summary:

The function of this position is to support the Tribal Opioid Response Project and Health Administration with programmatic, administrative, fiscal and planning / development activities required to support operation of health programs, grants and initiatives. The work place is the Woodrow Wilson Keeble Memorial Health Care Center. The position will devote at least 50% level of effort to operation of the Tribal Opioid Response (TOR) Project, a grant funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The remaining level of effort is to assist the Health Services Coordinator in performing the following functions: 1) administering the Tribe's Indian Self-Determination and Educational Assistance Act contract with the Indian Health Service; 2) planning and operating new and existing grant programs; 3) promoting interagency coordination to achieve collective impact; and, 4) implementing the Sisseton-Wahpeton Oyate Health Plan.

DUTIES AND RESPONSIBILITIES:

1. Performs data collection, data entry, data management, and data extraction required for performance monitoring and reporting in compliance with applicable laws and processes.
2. Prepares and submits reports, presentations, budgets and continuation applications to comply with Tribal and Federal requirements and to support continuous performance monitoring, tracking and improvement of programmatic operation and performance.
3. Supports project and partner staff in use of clinical software, forms, and data collection instruments and serves as the point of contact for day-to-day technical assistance.
4. Assists with routine office management, including procurement, bill payment, inventory of supplies, filing, record keeping, cuff account management, purging, and performance of other assigned administrative duties.
5. Assists in organizing and implementing meetings and other events by securing the venue; developing meeting and event notices, agendas, and flyers; setting up the room; readying assistive technology (such as LCD projectors and teleconference phones); and cleaning up afterwards.
6. Prepares documents and packets for participants of meetings and disseminates them manually, virtually and via e-mail

7. Records meeting minutes or notes; transcribes them in proscribed formats; and disseminates as assigned.
8. Develops and disseminates community education materials through public, paid, and social media to raise awareness about opioid misuse and resources available in the community.
9. Represents Health Administration / TOR with outside agencies and consortiums to network with and mobilize resources and foster change to combat the opioid crisis.
10. Travels to participate in partnership meetings and events scheduled by the Great Plains Tribal Chairmen's Health Board, Indian Health Service, South Dakota Department of Health, and others, as assigned. Reports outcomes and provides other administrative follow-up.

QUALIFICATIONS:


1. Bachelor's Degree in a field relevant to operating a health service program or an equivalent combination of education and experience in office management.
2. Proficiency with Microsoft Office and web-based computer applications.
3. Specialized experience with clinical software applications and medical / behavioral informatics systems, such as RPMS, electronic health records and patient management systems.

SKILLS AND KNOWLEDGE:

1. Project management in a team environment and experience with interagency/ coalition coordination of services, including recording minutes and follow-up.
2. Experience with Tribal Government program operations.
3. Cultural competence.
4. Grants management experience.

SPECIAL CONDITIONS AND REQUIREMENTS:

1. Valid driver's license, liability insurance and reliable personal transportation to perform required local and regional travel.
2. Alcohol and drug-free lifestyle verified by initial, annual, and random drug screens.
3. Must consent to and pass criminal background check and character investigation.
4. Complies with all laws and policies protecting health and client-identifying information, confidentiality, and privacy.
5. Complies with policies and procedures that protect the public from transmission of communicable diseases, including immunizations and TB tests.

Approved  Date 7/30/2020

Sisseton-Wahpeton Oyate

Job Description

Job Title: DVPI Project Coordinator

Reports to: Tribal Health Director

Department: SWO Behavioral Health

Salary: \$58,240 - \$62,400 a year

Summary

Project Coordinator administers the Domestic Violence Prevention Initiative (DVPI) under the direction of the Tribal Health Director. The primary role of the project is to provide advocacy services and support to survivors of relationship violence, stalking, and sexual assault including children. The DVPI Coordinator will collaborate with other agencies and programs for the purposes of awareness, education, to assistance victims and families of domestic violence.

Job Duties and Responsibilities:

1. Collaborates with Community Health Education and K-12 Education, Youth Leadership and School Resource Officers to implement education/activities, lessons and/or evidence based and best practice curricula.
2. Collaborates with other agencies on training and events in the community. (SORO, Law Enforcement, Wicanga), BHIT, WWKMHC.
3. Develops standard operating procedures for the program that will trigger DVPI case-management services.
4. Provide coordinated services for DV/SA crisis response and support that will be integrated with the SWO Behavioral Health Crisis Line, including follow-up case management and navigation
5. Identify community training needs as required by program needs and grants requirements
6. Supervision of DVPI Case Manager.
7. Utilizes the Minnesota Model intervention to recognize and break the cycle of domestic abuse and violence.
8. Documents monthly meeting schedule, progress and attendance records for the BHIT, its DVPI advisory group

9. Establishes new enhanced data collection, reporting and evaluation protocols in consult with Great Plains Tribal Epidemiology Center, BHIT, AND SWO Health Plan Stakeholder's group.
10. Recruits volunteers to sit on confidential advisory group (including survivors).
11. Sets up monthly information table with Case Manager in the SWO Tribal Headquarters Rotunda with takeaway materials before/after count.
12. Conducts ongoing community assessment and reporting with new Local Data Collection Plan.

Job Qualifications:

1. Bachelor's degree in social sciences, criminal justice, human service field.
2. Experience working with domestic violence programs and clients (one year)
3. Project/Grant Management expertise, including planning, organizing, staffing, reporting, compliance.
4. Proficient Computer Skills.
5. Strong oral, written, communication skills

Preferred Qualifications:

1. Master's degree in a behavioral health field. (SD Licensed)
2. Strong grant management and grant writing skills

Job Requirements:

1. Valid State driver's license, valid Tribal driver's license and appropriate liability insurance.
2. Cultural Competency
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

Approved



Date

