

## **Position Description: Native Connections Project Director**

### **Introduction**

The Project Director will be responsible for program administration, budgeting, preparation of program materials, organizing and hosting planning meetings, coordination with partners, and preparation of monthly, quarterly, and yearly reports.

### **Major Duties and Responsibilities**

- Develop a behavioral health disparities impact statement, as required by SAMHSA.
- Conduct on-going internal program evaluations and assist with semi-annual external evaluations.
- Participate in the development of a Community System Analysis, a Community Needs Assessment, and a Community Readiness Assessment.
- Contribute to the creation of a Community Resource/Asset Map that addresses suicide prevention, substance abuse prevention, and behavioral health disorders.
- Develop and revise protocols to ensure that youth at risk of suicide receive follow-up services to ease their transition into treatment.
- Develop and revise postvention protocols for responding to suicides, suicide attempts, and suicide clusters to promote healing in the community and reduce the possibility of contagion.
- Implement project activities in accordance with the approved budget and work plan.
- Assist in the development and/or revision of suicide prevention and postvention protocols.
- Participate in the development and implementation of the Action Plan and related prevention and intervention strategies.
- Implement prevention and intervention strategies.
- Provides overall program direction and supervises relevant program staff.
- Coordinates community outreach and dissemination for all grant activities.

### **Minimum Qualification Requirements**

Bachelor's Degree in Business or related field.

Minimum of 3-5 years' experience in a related field.

### **Supervisory relationships**

Receives supervision from Executive Director.

### **Knowledge and Skills Required by Position**

- Strong grant management knowledge and skills.
- A firm grounding in the principles of behavioral health administration.
- Capable of organizing, managing, promoting, and evaluating program requirements.
- Professional knowledge of suicide prevention programming, concepts, accepted metrics, protocols, and procedures to evaluate established methods and procedures.
- Professional knowledge of behavioral health systems and processes.
- Professional knowledge of substance abuse prevention strategies.
- Familiar with Native American Culture and Tradition.

### **Amount of travel and any other special conditions or requirements**

Incumbent may be required to travel locally and once per year to related grantee conference.

### **Salary Range**

\$58,000 per year.

### **Hours per day or week**

Salaried position works as dictated by grant goals, objectives, and timelines.