



P.P.A. **Choctaw Health Center**

Behavioral Health
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4150

JOB ANNOUNCEMENT #131370

POSITION: Project Director (TOR)
SALARY: Grade 14
SUPERVISOR: Program Director/Clinical Supervisor/Designee
JOB LOCATION: Choctaw Health Center and Outlying Clinics
TYPE OF EMPLOYMENT: Regular FullTime/Exempt/Essential
OPENING DATE: JANUARY 09, 2019 JAN 09 2019
CLOSING DATE: JANUARY 23, 2019 OR UNTIL FILLED

Scope of Service and Effect:

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Project Director under the Tribal Opioid Response (TOR) grant is responsible for the development of project assessments, policies, and coordination of collaborative efforts. This role will serve as the lead administrative point of contact and offer oversight of all grant activities including input of metrics. This position reports directly to the Director of Behavioral Health. The work schedule will be determined by candidate and Program Director to meet the needs of the program. Local reservation wide travel is required with some regional and/or national travel related to implementation of grant and training. The program is funded by a 24 month grant project and employment is only for the duration of the grant.

Duties and Responsibilities:

1. Assist in the selection and implementation of evidenced based programs to accomplish the stated goals of the project.

2. Assist in the development and evaluation of project activities including the Community Based Coalitions.
3. Oversees and direct all administrative activities of the project, including budget planning and oversight, accountability, documentation, and related reporting.
4. Establish and maintain a network of internal and external resources needed for program planning and development and implementation.
5. Work closely with collaborative partners to develop successful transitions into adulthood for identified population
6. Work closely with independent contractor.
7. Other duties as required by the project and assigned by supervisor within the scope of the position.

Work Environment:

The primary work location for this position is within the Behavioral Health Department at Choctaw Health Center; with duties and responsibilities in all communities on the reservation and off reservation as appropriate. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and/or visitors.

Qualifications:

1. A minimum of a Master's degree in Social Work, Health Administration, Public Health or other human service areas with a direct focus on policy and leadership is required.
2. A minimum of five-years-experience in policy development, administration, and awareness of mental illness and substance use as public health issues with a working knowledge and experience grant implementation.
3. Must have dependable transportation, valid Mississippi driver's license, and adequate liability auto insurance as required by state law; and clearance to operate tribal vehicles.
4. Must be submitted to background checks as required by the MBCI tribal Administrative Personnel Policy.
5. Must provide a negative drug screen prior to full consideration for a professional role and maintain a negative drug screen while employed.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350