



Choctaw Behavioral Health

210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4150

JOB ANNOUNCEMENT #350377

POSITION: CEMHSUD Project Director (Operations)
SALARY: Grade 14
SUPERVISOR: CBH Operations Director
JOB LOCATION: Choctaw Health Center/Behavioral Health and Satellites
TYPE OF EMPLOYMENT: Regular FullTime/Exempt

OPENING DATE: APRIL 16, 2021 APR 16 2021

CLOSING DATE: APRIL 23, 2021 OR UNTIL FILLED

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.*

Scope of Service and Effect:

The Project Director will be responsible for the daily management and coordination of the Choctaw Emergency Mental Health Substance Use Disorder Project (CEMHSUD) Grants (Primary and Supplemental). Project Director will be responsible for supporting project staff and ensuring that the project deliverables align with the project plan. This position is exempt status and is essential to CHC Health System. This is a time limited position designed to implement the CEMHSUD COVID-19 Telemental Health Grants.

Duties and Responsibilities:

1. Interface with project personnel, contracts/consultants to ensure deliverables are carried out timely and effectively.
2. Develop and implement personnel recruitment plans.
3. Order all program related supplies and equipment.

4. Maintain an inventory and tracking system for all program supplies and equipment.
5. Coordinate with field clinics and facility building to ensure that adequate space and equipment is available for grant personnel.
6. Work with staff to schedule trainings and acquire evidence-base program materials.
7. Assist in coordinating required activities (telehealth, crisis response...)
8. Participate in training on evidence-based programs.
9. Participate in professional development opportunities in order to stay abreast of current trends and practices in youth suicide prevention.
10. Liaison with stakeholders and maintain key relationships on local, state and federal levels.
11. Conduct grantee meetings and internal meetings as needed.
12. Develop work plans and timelines.
13. Actively manage data inputs into ERA Commons and other reporting portals as dictated by notice of award and grantor.
14. Ensure the regular collection of GIPRA data.
15. Actively participate in all grant related meetings, trainings and bi-monthly reporting.

Work Environment:

The primary work location for this position will be in the Pearl River community with duties and responsibilities in all communities on the Reservation.

Physical Demand:

There are no special physical demands for this position.

Qualifications:

The Project Director must possess a comprehensive understanding of project management, agency collaboration and leading high performing teams; possess the ability to multi-task, communicate effectively verbally and in writing; build rapport with individuals; ability to speak in public; efficiently solve problems; and supervise personnel. The Project Director must also be proficient in Microsoft Word and Power Point and other programs that will aid in organizing the project. The Project Director should have demonstrated ability to work effectively in culturally diverse communities and within a behavioral health setting.

1. A Master's Degree from an accredited college or university in the areas of leadership and/or management is preferred. A minimum of Bachelors Degree is required.
2. A minimum of five years of administrative leadership in a healthcare/mental health care setting with demonstrated competence.
3. The successful candidate will be team-oriented, accessible to staff and consumers.
4. Must have excellent interpersonal and presentation skills, demonstrate a strong background in multicultural issues.

5. Candidate must offer a positive presence to consumers and staff, and collaborate with other programs and professionals in a multidisciplinary environment.
6. Must have dependable transportation, state driver's license, insurance as required by state law and clearance to operate Tribal vehicles.
7. Must be submitted to background checks required by the Tribe.
8. Must provide and maintain a negative drug screen free of illicit substances.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

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 up 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