

Sisseton-Wahpeton Oyate

Job Description

Job Title: Native Connections Project Director

Reports to: Tribal Health Director or Designee

Organizational Unit: Tribal Health Department

Hours / Salary: \$80,000 - \$85,000 / Full-time

Summary: SWO is seeking a resilience-focused, protective-factor-informed Project Director to lead a five-year Native Connections grant project that has been awarded by the Substance Abuse and Mental Health Services Administration (SAMHSA). Since the Project Director position is deemed Key Personnel by the granting agency, formal approval prior to hiring is required. The purpose of the grant is to prevent and reduce suicidal behavior and substance misuse and promote mental health among AI/AN youth, up to and including age 24. This is to be accomplished by building a healthy network of culturally responsive systems and partnerships to impact youth that can be sustained beyond the lifespan of the grant. The Project Director is responsible for project oversight, implementation, and tracking of the following outcome measures: a) number of policy changes completed; b) number of organizations collaborating, coordinating and sharing resources with other organizations; c) number of individuals contacted through program outreach efforts; d) number and percentage of individuals that will be receiving mental health or related services after referral; e) number of individuals who attempted suicide; and f) number of individuals who died by suicide. A flexible schedule for community and youth work, including evenings and weekends, may be a required part of the 40-hour work week. The Project Director is a grant-funded position for the period beginning 9/30/2024 and ending 9/29/2029.

DUTIES AND RESPONSIBILITIES:

1. **PLANS:** Completes a community needs assessment by Month 4. Analyzes current crisis intervention and postvention practices, including existing gaps and overlapping services. Completes community readiness assessments for substance misuse and suicidal behavior, including a Gathering of Native Americans (GONA). Compiles a strategic action plan by Month 9 of Year 1. Actively participates in development of the successor SWO Health / Tribal Action Plan (2026-2030) to integrate NC strategies and maximize collective efforts towards shared goals for community, family, and youth wellness. Participates in implementation of both plans to develop capacities for sustainability beyond the lifespan of the grant.
2. **ORGANIZES:** Identifies and develops processes for implementation of the project timeline and strategic action plan. Identifies what evidence-based and cultural best practices to use. Forms work groups, defines duties and responsibilities, and delegates or identifies steps to accomplish identified activities and services. Oversees development of procedures, data collection tools, venues, modalities, directories, resource manuals, standards of care manuals,

intervention and postvention protocols, and other operating systems.

3. **STAFFS:** Recruits, mentors, supervises, and provides technical assistance and administrative leadership to project employees. Evaluates and rewards job performance. Provides opportunities for human resource development and employee retention.
4. **DIRECTS:** Identifies, assigns, and tracks next steps and tasks. Provides instruction, mentorship and guidance. Communicates assignments and / or expectations in a clear, concise manner. Motivates employees, volunteers, consultants, contractors, and team members so the objectives and tasks are accomplished for efficient, effective project implementation, operation, and achievement.
5. **CONTROLS:** Monitors day-to-day activities and determines whether programmatic, fiscal accountability, and achievement of project deliverables are being met. Performs project management, data collection, reporting, record keeping, procurement, and administrative duties for the grant.
6. **COORDINATES:** Collaborates with Tribal leaders, programs, and SWO stakeholders to create and/or enhance Tribal statute, policy, and procedures that will promote culturally-rooted community change to decrease suicidal behavior and substance misuse in youth. Develops local models for training and delivery of resilience-informed care and modalities that improve access to resources for youth with psychosocial needs and challenges who are underserved.

QUALIFICATIONS:

1. Degree in the social science branch of academic study that deals with human behavior in its social and cultural aspects (which includes anthropology, sociology, psychology, economics, and political science). A Master's Degree is preferred, but a Bachelor's Degree with an extensive combination of education and experience may be deemed as equivalent.
2. Direct experience with community planning, conducting community readiness assessments, performing needs assessments, utilizing Gathering of Native Americans (GONAs), and developing strategic action plans.
3. Ability to effectively communicate with and establish positive relationships with a diverse range of people, including Tribal officials, co-workers, professionals, indigenous/cultural practitioners, family members, youth, and individuals of underserved populations who face challenges.
4. Ten or more years' work experience in using Tier 1, Tier 2 and Tier 3 evidence-based and cultural best practices that foster resilience, build protective factors, address social drivers of health, and mitigate the effects and symptoms of historical and intergenerational trauma.
5. Ten or more years' direct experience in mentoring youth, facilitating youth leadership development, advocating for solutions to address challenges faced by today's Native youth, and addressing the social drivers of health and psychosocial protective factors that affect youth and their families.
6. Grants management experience, including reporting, budgeting, evaluation, and submission of data in a timely manner to granting agencies and Tribal leadership.

7. Familiarity with and proficiency with online systems is required, such as Microsoft Office, Google Workplace, SAMHSA's Performance Accountability and Reporting System (SPARS), Grants.Gov, and eRA Commons applications.
8. Work experience on the Lake Traverse Reservation; knowledge of Tribal Government operating systems, assessing and targeting readiness stages, and familiarity with community resources.

SPECIAL CONDITIONS AND REQUIREMENTS:

1. Valid driver's license, liability insurance and reliable personal transportation to perform required local and regional travel.
2. Lives and promotes an alcohol, tobacco, and illicit drug-free lifestyle, which will be verified by initial pre-employment, annual, and random drug screens.
3. Complies with all applicable state, federal and local statutes, and regulations, including those that protect health and personally identifying information, confidentiality, and privacy, as well as ethical obligations and professional standards.
4. Complies with policies and procedures that protect the public from transmission of communicable diseases, including immunizations, vaccinations, COVID-19 screening, TB tests, isolation and quarantine, and use of personal protective equipment.
5. Consents to and passes a Federal background check and character investigation required to have regular contact with and control over Indian children and vulnerable adults.
6. Physically, mentally, and emotionally fit to discharge all duties (*with accommodation for short-term illness or injury and disability in accordance with the SWO Personnel Policies*).
7. Flexible schedule, including evenings and weekends, may be required to perform community work.

Approved  Date 9/30/24