

GREAT PLAINS TRIBAL CHAIRMEN'S HEALTH BOARD

POSITION DESCRIPTION

Job Title: ATR Program Director **Department:** Administration
Reports To: Administrative Officer **Classification:** Full-time/Exempt

Job Summary: The GPTCHB Program Director is responsible for the overall management of the daily operations of the ATR program, including the oversight of employees. The program director is responsible for overseeing that the grant is in compliance of SAMSHA requirements and quality assurance. The Program Director will collaborate with all GPTCHB departments to deliver the maximum level of placement; substance abuse assessment, planning and treatment; case management; advocacy; referral services; data collection; and promotion of ATR services. The program director will be an effective liaison with SAMHSA, tribes, Indian Health Services, ATR providers, and subcontractors resulting in full operational partnerships as deemed necessary and appropriate for the lifetime of the grant. The Program Director will maintain consistent communication with the GPTCHB Executive Director regarding all ATR matters.

Essential Functions:

ATR Administrative Program Responsibilities:

- Serves as the administrative point of contact for the ATR program.
- Oversees the day-to-day management and operation of program activities.
- Establishes programmatic and operational policies and procedures for the program.
- Oversees and monitors the preparation of all program deliverables.
- Oversee and monitor all major program activities, including trainings.
- Monitors all budgetary and financial aspects of the program.
- Maintains proper record-keeping instruments and procedures.
- Ensures the protection of confidentiality of program records.
- Coordinates program marketing and advertising.
- Monitors GPRA evaluation data on a daily basis.
- Develops written quarterly and final progress reports as required and within the time frames specified.
- Provides immediate notification to SAMHSA and the GPTCHB if the program is experiencing difficulties or there must be a deviation from stated goals, objectives, activities or other established plans.
- Establishes and maintains relationships with other community agencies and organizations identify meet community needs.
- Attends all ATR related meetings.
- Participates in all conference calls as required by SAMSHA and GPTCHB
- Complies with all requests regarding operational improvement and compliance

ATR Supervisory Responsibilities:

- Provide and/or facilitate program overview and grant expectations to new employees.
- Provide consistent supervision to employees
- Convey clear program and duty specific expectations to employees
- Make available duty specific training
- Delegate responsibilities as deemed appropriate and necessary.
- Conduct regular staff meetings
- Submit required employee forms to the human resources department in a timely manner
- Conduct employee evaluations as required by AATCHB policy
- Provide and/or facilitate cultural competency training

Qualifications:

- A Masters of Public Health or related degree
- Five (5) years' experience administering complex operations in the behavioral health care services and systems field.
- Three(3) years of employee supervision or equivalent
- Must have the ability to interact effectively with tribes, State, Federal, Tribal, and Local programs, and government officials.
- Must be sensitive to cross-cultural differences and be able to work within their context.
- Must possess exemplary time management and organizational skills
- Must possess a Valid Drivers License and Valid vehicle insurance.
- Must be able to lift 50lbs.
- Must be able pass a background check.

Except as provided by the Indian Preference policy (Title 25, U.S.C., Section 473), the GPTCHB does not discriminate in employment based on race, color, religion, age, sex, national origin, physical handicap, sexual orientation, or marital status.