



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Program Manager

Department: Behavioral Health

Program: Native Connections

Reports To: Director of Behavioral Health

Employment Category: Regular Full-Time

FLSA Status: Exempt or Non-Exempt

Position Summary: The Program Manager works directly with the project team to provide support, assistance and leadership for carrying out multiple components of the Native Connections *Collaborative Spirit of Hope, Wellness and Healing for our Community Project*. The Program Manager is responsible to develop, implement, and sustain early intervention strategies and follow-up care, via intra and inter-agency collaborative programming, for our local, county, and regional tribal youth, to achieve the *outcomes* of preventing and reducing suicidal behavior and substance use, reducing the impact of trauma, and promoting overall mental health. In collaboration with tribal communities in the State of Michigan, State and County Suicide Prevention authorities and crisis centers, and other local systems of care, the project utilizes evidence-based practices (EBP) as well as culturally-infused Practice-Based Evidence, to build an improved safety net and increased access to services for urban and tribal AI/ANs, and reduce existing racial disparities.

Grant measurable outcomes include: 1) Increase collaboration with existing intra and inter-agency youth serving programs to coordinate care for AI/AN youth at-risk of suicide and/or substance abuse; 2) Increase the number of intra and inter-agency behavioral health (BH) providers trained to accurately identify AI/AN youth, and trained to be aware of, and refer to, culturally appropriate services for those at-risk of suicide and/or substance abuse; 3) Increase the capacity of AIHFS and external agencies, who serve youth, to provide culturally appropriate evidence based, and practice based traditional healing services that include follow-up care; 4) Increase referrals to, and utilization of, behavioral health care services for AI/AN youth at-risk of suicide and/or substance abuse services; 5)) Improve, and develop, policies and procedures, in collaboration with youth serving intra and inter-agency programs, to provide continuity of care and follow-up care for youth at-risk of suicide and/or substance abuse.

Essential Duties and Responsibilities:

- Oversee all components of the project, including training, evaluation, screenings, outreach and strategies to develop and expand partnerships.
- Supervise program staff and interns as assigned.
- Train and/or coordinate trainings for health, mental health, substance abuse providers, and youth serving professionals and the general public in identifying, assessing, managing and treating youth at risk for suicide.
- Works closely with Evaluation Contractor to develop evaluation plans, coordinate evaluation components and ensure timely reporting of results. Attend evaluation team meetings as needed.

- Facilitate the coordination of staff attending tribal and local meetings with community partners; attend meetings as necessary. Establish and maintain a system of communication with community and tribal partners.
- Coordinate Hope and Wellness screenings including planning, recruitment of screeners/volunteers and logistics.
- Prepare reports, studies and publications to promote public understanding of and support for the Project.
- Review operating results, compare them to established objectives and take steps to ensure steps are taken to correct unsatisfactory results. Prepare and present results as required.
- Coordinate team meetings and preparation of meeting agendas. Arrange for staff to record minutes and/or record minutes. Upload agendas and minutes to Ctools site.
- Collaborates with teams in the development of systems and a models of care that integrate Traditional Healing and culture.
- Provides outreach/referral services to target population in order to provide short and long term services to at-risk youth, individuals and families to address crisis issues and resolve conflict. Coordinates community outreach to increase community involvement in current programming and research projects.
- Distributes educational materials in the community and informs clients of upcoming events or programs.
- Ensures effective coordination of the logistics for the Community and Youth Advisory Councils and assesses barriers to participation, community's interest, best times and locations for workshops and community awareness activities.
- Interacts with community to determine best practices and models of care/support for children's mental health and wellness.
- Assists with data collection and maintains confidential records.

Other Duties and Responsibilities:

- Assists with requests and referrals for cultural/traditional services, and coordinates cultural/traditional activities as assigned.
- Assists in planning, preparation and staffing on and off-site community events such as health fairs, education and wellness conferences, cultural events and pow-wows.
- Other duties as assigned.

Education/Experience: Bachelor's degree in public health, social work or related field from an accredited college or university required, Master's degree preferred. Minimum of two years grant management and project management experience. Supervision experience preferred. Must be able to demonstrate requirements during the interview process.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.

- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____