



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

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Minobinmaadziwin "A Good Life"

## Job Description

**Job Title:** Project Director (Systems of Care)

**Department:** Behavioral Health

**Reports To:** Director of Behavioral Health

**Supervisory Responsibilities:** None

**Employment Category:** Full-time/Part-Time (.75 FTE to 1.0 FTE)

**FLSA Status:** Non-exempt

**Salary Level:** Based on skills/experience

**Position Summary:** The When We Work Together, Then We Are Wise "Pii Maamwinokiyaang, Miidash Nibwaakaayaang" Project Systems of Care Project Director manages all aspects of coordination, planning, reporting, presentation, and other grant specific activities. The position involves frequent local and long distance domestic travel including overnight stays. This opportunity is grant specific and will end at the conclusion of funded activities.

### Required Duties and Responsibilities:

- Creation and Management of grant documents (including project reports and timelines, meeting agendas and minutes, project models and presentations)
- Strategic collaboration with the community and other agencies in Wayne County, as well as working closely with other project staff to ensure project activities are successful.
- Gathers all SOC Implementation project, service provision, and outreach information to create schedules, fulfill data requests, and coordinate outreach project meetings.
- Conducts literature reviews, participates in needs assessment, gaps analysis, survey, focus groups and key informant interviews, etc.
- Working directly with SOC Liaison to ensure and assist in the active engagement of existing and future SOC stakeholders. Active engagement includes one on one meetings, participation, facilitation, and presentation to current SOC leadership collaboratives, policy/initiative committees, and other SOC specific workgroups.
- Ensuring CDP information is collected, entered correctly and on time.
- Develop Quarterly and Yearly Progress Reports for SAMHSA
- Assist Project Principal Investigator as needed in meeting all other grant reporting requirements.
- Work in collaboration with the Evaluation Team in meeting all grant goals and objectives.
- Work in collaboration with SOC Liaison, SOC Implementation Team, and SOC Connections Workforce Development Coordinator to grow workforce training opportunities aligned with grant goals and objectives.
- Attend local, state-wide, and National Meetings and Trainings as required.
- Work to create sustainability for project when grant funding ends.
- Coordinate meetings and events including travel arrangements and expense reports.
- Ensure adherence to project deadlines.
- Assist in coordination of marketing efforts through newsletters, brochures, flyers, and the internet.
- Provide other reports and data as requested.
- Other tasks as assigned.

**Education/Experience:** Bachelor's degree required, Masters degree preferred in Social Work, Public Health, Administration or a related program is required. Must have a thorough knowledge of social service delivery principles and system of care operational structure. Experience working with diverse and underserved populations preferred. Knowledge of and sensitivity to the needs of underserved populations and children's behavioral healthcare services. Knowledge of Systems of Care Values, Principles, and Practices required. Demonstrated experience in handling general program administration, good communication and writing skills.

**Required Qualifications:**

- Must be self-directed and have the ability to carry out responsibilities with minimal supervision.
- Must demonstrate a positive work attitude and an ability to work as part of a team with other professionals.
- Must be able to maintain patient and agency confidentiality, handle crisis and tolerate stress professionally.
- Follow the ethical guidelines set forth by the National Association of Social Workers and AIHFS policies
- 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 work environment
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Strong entrepreneurial orientation and capacity to think creatively and strategically about complex problems.
- Effective communication skills, including strong writing and presentation skills.
- Exemplifies excellent customer service with patients, visitors, and other employees; shows courtesy, friendliness, helpfulness, and respect.
- Consistently demonstrates respect for the capabilities, different cultures and/or personalities of internal and external customers.
- Relates well, and works collaboratively with, all levels of staff in a professional manner.
- Consistently alters plans/routines when situation requires and continues to perform without projecting stress/frustration that would adversely affect the work environment.
- Takes the initiative to proactively assist others without direct supervision and to resolve problems with other departments and co-workers.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**Preferred Requirements:** Familiarity and/or experience working with the Native American community at a local level; 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 including Native American families of varying socioeconomic levels and with children, youth, or adults exposed to trauma including sexual or physical abuse. Training requirements include participation in the following AIHFS trainings: Cultural Sensitivity at AIHFS; Recipient Rights; HIPAA Compliance; and, Bloodborne Pathogens.

**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.

**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: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Revised: TL March 2015*