



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

M̄inob̄inmaad̄ziw̄in "A Good Life"

Job Description

Job Title: Program Manager

Department: Behavioral Health

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 *Zero Suicide- A Collaborative Spirit of Hope, Wellness and Healing for our Community Project*, serving primarily American Indian/Alaska Native (AI/AN) and other underserved adults aged 25 and above. This program will be responsible for implementing a ZERO Suicide model to create a comprehensive health and behavioral health multi-setting approach to suicide prevention.

Essential Duties and Responsibilities: 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 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.
- Coordinate and attend tribal and local meetings with community partners. Establish and maintain a system of communication with community and tribal partners.
- 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.
- 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.
- Develop and implement project specific policies and procedures.
- Assists with data collection and maintains confidential records.

Other Duties and Responsibilities:

4880 Lawndale, Detroit, MI 48210 • Mail: P.O. Box 810, Dearborn, MI 48121
Clinic: (313) 846-6030 Fax: (313) 846-2751 • Administration: (313)846-3718 Fax: (313) 846-0150

- 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: Master’s degree in public health, social work or related field from an accredited college or university required. 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: _____

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ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

