

Connecting care with a culture of comprehensive wellness

Job Description

Job Title: Program Manager
Department: Behavioral Health
Program: GLS Sacred Bundle
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 *Manidookewigashkibjigan Sacred Bundle Project*, a State/Tribal Youth Suicide Prevention Cooperative Agreement, serving primarily American Indian/Alaska Native (AI/AN) youth and young adults ages 10-24 in Detroit and Southeastern Michigan, with a goal to partner with tribal communities throughout the state. In collaboration with State and County Suicide Prevention authorities and crisis centers, 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, therefore reducing the existing racial disparities.

Grant outcomes include: 1) To increase the number of persons in youth serving organizations such as schools, foster care systems, juvenile justice programs and general community members trained to identify and refer youth at risk for suicide; 2) Increase the number of clinical service providers (health, mental health, and substance abuse providers) trained to assess, manage, and treat youth at risk for suicide; 3) Improve continuity of care and follow-up of youth identified at risk for suicide who are discharged from emergency departments and inpatient psychiatric units; and 4) Increase identification of risk, referral to and utilization of behavioral health care services; 5) Increase the promotion and utilization of the National Suicide Prevention Lifeline; 6) Comprehensively implement applicable sections of the 2012 National Strategy for Suicide Prevention (NSSP) to reduce rates of suicide ideation, attempts, and deaths in our communities.

Essential Duties and Responsibilities: Essential Duties and Responsibilities:

- Oversee all components of the project, including training, evaluation, mental health and substance use 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, 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.
- 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.
- Distributes educational materials in the community and informs clients of upcoming events or programs.

- 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: Masters' degree in public health, prevention and community health, social work or related field from an accredited college or university preferred. Bachelors' with 4+ years of prevention program experience will be considered. Minimum of one year 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).