



Great Plains Tribal Chairmen's Health Board

*So That the People May
Live*

POSITION DESCRIPTION

Job Title: Director of Behavioral Health & Recovery Programs
Department: Behavioral Health & Recovery Programs
Reports To: Chief Medical Officer
Supervision: Program Assistant, Program Coordinator, Program Manager, Interns and volunteers as assigned.
Employment Category: Full-time, Regular
FLSA Status: Exempt
Salary Level: Commensurate with education and/or experience.

Organization Overview:

The Great Plains Tribal Chairmen's Health Board (GPTCHB), provides technical assistance in the arena of epidemiology and data analysis for its member tribes. GPTCHB engages university partners to meet applied public health research needs, and serves as a liaison between the Aberdeen Area IHS and the Northern Plains tribes. The GPTCHB advocates nationally for improved Indian Health policies on behalf of the 17 Federally Recognized Tribes, the nearly 170,000 tribal members in the four-state region of SD, ND, NE and IA.

The GPTCHB fosters an organizational culture that supports both culturally and scientifically sound practices, in an environment that values creative genius, professional and personal development that is rooted in integrity and tribally traditional values.

The GPTCHB is located in the revered and breathtakingly beautiful Black Hills, known to the Lakota as the "Pa Sapa", home to numerous Sacred Sites of the Indigenous people of the Northern Plains.

We invite you to consider a career with the GPTCHB, an organization with a longstanding commitment to improving the health indicators of American Indians, and with newly revitalized passion and vision.

Job Summary: The Behavioral Health & Recovery Programs Director is responsible for carrying out the goals of the ATR Program and related BH/Recovery initiatives. The BH/Recovery programs director is responsible for managing and overseeing special projects and assignments, evaluating program operations, identifying opportunities to develop and implement program process improvements and developing plans for implementing new BH/Recovery initiatives. In addition, the BH/Recovery Director will ensure that program grants are in compliance with funder requirements and meet quality assurance standards. Programs goals and objectives are met in collaboration with all GPTCHB providers to deliver the maximum level of placement; substance abuse assessment, planning and treatment; case management; advocacy; referral services; data collection; and promotion of ATR/BH & Recovery Health services. The program director will be an effective liaison with SAMHSA, tribes, Indian Health Services, providers, and subcontractors resulting in full operational partnerships as deemed necessary and appropriate for the lifetime of the grants. The Program Director will maintain consistent communication with the GPTCHB CEO regarding all ATR/BH & Recovery Health matters.



1770 Rand Road
Rapid City, SD 57702
(605) 721-1922 Fax: (605) 721-1932



Essential Functions:

1. Program Management

- Serves as the administrative point of contact for the ATR/BH & Recovery Health programs and the principal key informant on ATR/BH & Recovery issues to the CEO
- Participate in the planning, coordination, development and implementation of long-range goals and objectives for all programs housed under the Department of Behavioral Health and Recovery programs.
- Establishes programmatic and operational policies and procedures for the ATR/BH & Recovery Health programs
- Prepares written monthly, quarterly and final progress reports as required by funders and CEO.

2. Scientific Leadership

- Serves as the Behavioral Health & Recovery Programs lead contact between GPTCHB tribes, regional and national organizations, Aberdeen Area IHS, and state health departments
- Assist tribes in facilitating tribally initiated behavioral health projects as appropriate, including providing resources available through federal and state agencies as well as universities and serving as a link between tribes and other public health entities.
- Participates in the development, establishment and implementation of intervention designs, including making recommendations and decisions as appropriate
- Designs surveys used to collect data from tribal health programs on public health priorities and other topics
- Ensures that projects use appropriate scientific methods; translates and disseminates study findings, and, issues public health recommendations to tribal health officials
- Facilitates and provides oversight for the development and implementation of innovative projects that address the regional behavioral health and recovery research and workforce needs of tribes
- Reviews GPTCHB research protocols for IRB approval
- Ensures the protection of confidentiality of program records, data and other GPTCHB information.

2. Fiscal Management

- Responsible for fiscal management and accountability of department fiscal resources and property assets in accordance with federal policies and with GPTCHB policies and procedures
- Oversees the monitoring of program budgets according to GPTCHB policy and funding agency requirements
- Coordinates the administration and maintenance of grants, contracts, and memoranda of agreements or understanding
- Seek out relevant funding to build Behavioral Health & Recovery Program capacity and supports succession planning of current programs.
- Plans, designs, coordinates, and executes program and research projects; oversees a data management system for collecting and maintaining health data; assures the

compilation of data and prepares reports regarding community health issues; reviews all reports prior to submission to funding agencies.

- Actively participates in grant making activities that result in new programs or GPTCHB initiatives
- Leads and provides oversight for the writing, submission, and dissemination of all required continuation, renewal, or first-time grant applications and reports

4. Supervision

- Provide and/or facilitate program overview and grant expectations to new employees.
- Provides direction and supervision to staff engaged in developing and administering ATR/BH & Recovery Health grant funded activities.
- Delegate responsibilities as deemed appropriate and necessary
- Provide consistent supervision to employees and monitor the preparation of all ATR/BH & Recovery Health program deliverables.
- Ensures staff have appropriate resources, mentoring, training, scientific consultation, and career-enhancing opportunities that are consistent with GPTCHB priorities and values
- Develop and implement a plan for the recruitment and retention of highly qualified BH and Recovery professionals
- Conduct regular department staff meetings
- Fosters a team management approach to problem solving
- Perform probationary and annual staff evaluations in timely manner
- Submit required employee forms to the human resources department in a timely manner

5. Communication

- Serves as GPTCHB representative to national, state and tribal committee functions; attends meetings and conference calls and serves as staff resource person to specified boards and committees as required by funding agencies and GPTCHB
- Develop and maintain open lines of communication between GPTCHB, tribes, regional universities, federal, state, and local agencies, as well as other regional and national Indian organizations on issues regarding Behavioral Health & Recovery improvement.
- Annually reassesses Tribal Behavioral Health & Recovery health priorities with tribal communities, other community agencies and organizations to identify monitor the profile unmet substance use/abuse, mental health, and other chronic disease health needs within the Aberdeen Service Area.
- Coordinates and facilitates regular meetings with state Departments of Health on to maintain relationships for collaboration on critical response activities and
- build public health capacity with tribal partners
- Develop and present both formal and informal reports appropriate for key stakeholders.
- Presents periodic reports and information on the department programs to tribes, IHS, state, university, federal, and local entities, as well as other regional and national Indian organizations
- Coordinates program outreach and marketing plan to engage tribal communities to facilitate substance use/abuse, mental health, and other chronic disease health promotion, prevention and treatment. Informs member tribes of Behavioral Health & Recovery health research and training opportunities
- Engages in Advisory council meetings for ongoing tribal and scientific consultation and guidance

Additional Functions include other duties as assigned by the Chief Medical Officer or CEO.

Requirements:

- Exemplifies excellent customer service with tribal stakeholders, health board colleagues, program partners, service recipients, visitors, and guests
- Fosters a work environment of wellness, courtesy, friendliness, helpfulness, and respect; relates well, and works collaboratively with co-workers; all levels of staff in a professional manner.
- Familiarity and/or experience working with the American Indian Populations; Respect for and knowledge of traditional, cultural and spiritual practices of diverse American Indian Communities, as well as an ability to work with other racially, culturally and ethnically diverse populations.
- Consistently demonstrates respect and acceptance toward differing capabilities, race, cultures, gender, age, sexual orientation and/or personalities.
- Maintains and ensures organizational privacy and confidentiality. Must be able to handle crisis, and tolerate stress professionally.
- Must be self-directed; takes proactive initiative to assist others and is capable of resolving problems with other departments and co-workers without direct supervision;
- Able to exercise flexibility to alter plans/routines when situation requires and continues to perform without projecting stress/frustration that would adversely affect the work environment.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary. (FSLA Exempt Employees)
- Ability to effectively present information in one-on-one and small group situations to community members, clients, and other employees of the organization.
- Proficiency with computer programs (Word, Excel, PowerPoint) and other internet technologies
- Valid SD Driver's license must be kept current; certificates, credentials or licenses must be kept current and consistent with regulations required by applicable Federal, State and/or Grant regulations.
- Ability to promote an alcohol, tobacco and drug free lifestyle
- Embraces modest appearance and attire, which reflects a professional presence.
- Follows GPTCHB policies and procedures

Education/Experience/Certificates/Credentials:

1. Preferred education required is master's level degree, with a PhD preferred in psychology, social work, health policy and/or health administration. Five to ten years substance abuse management experience and direct 2 to 5 years ATR experience. A minimum 5 years of documented grant management and administrative experience over multiple federal and private grants.
2. A minimum of 5 years in progressive management and supervisory work experience, three years general and a minimum of one year specialized, as defined in items "a" and "b" listed below:
 - a. General experience must include the following: supervise or direct work which demonstrates ability to use supervisory techniques in a team environment; program management and control; direct, coordinate and implement a health or social service program as evidenced by academic training, continuing education, and experience in

public or tribal administrations, councils, boards, individuals, and/or public agencies; demonstrate a basic understanding of the planning process and its use as an effective management tool in public health systems and related programs; ability to implement Indian preference and other statutory/policy mandates; and demonstrate technical ability and mature, impartial judgment

- b. Specialized experience and proficiency in three of the five areas, management and supervision; scientific leadership; communication; technical assistance coordination and fiscal management.
3. Experience that indicates the ability to interact effectively with leaders among Indian communities, government agencies, scientific and academic communities, medical and health-related organization, non-governmental groups, and the public at large is required.

Work Environment/Physical Demands: The characteristics 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.

Travel: Periodic local and out-of-town travel is required.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN TITLE 25 USC 44-46 & 474.

Employment is contingent upon the outcome of all required Criminal Background checks.

To Apply:

Mail application and resume to:

Great Plains Tribal Chairmen's Health Board
1770 Rand Road
Rapid City, SD 57702
Attention: Human Resources

Or, email application documents to GPTCHB.HumanResources@gmail.com with the Position Title(s) in the subject line.

If working toward a degree, include a copy of the most recent college transcript. Unofficial transcripts may be submitted; however, official transcripts may be required upon hire.

Complete applications will be reviewed without discrimination or bias based on race, color, religion, age, sex, national origin, physical handicap, sexual orientation, or marital status.