

CIRCLES OF HOPE PROJECT MANAGER

EXAMPLE OF DUTIES:

- Supervise and support work activities of the project staff team.
- Develop Memorandums of Understanding with partner agencies
- Work with project team to establish and coordinate community coalition.
- Assure data collection and reporting requirements of the project are met.
- Collaborate with other YTHC departments to support system development and changes which support the development of a community safer from suicide.
- Provide strong leadership for implementation of Project Venture model for middle school age youth
- Communicate and partner effectively with SAMHSA, SPRC and NPC Research
- Provide ASIST, QPR, and post-prevention trainings in multiple community settings
- Provide leadership to the process of developing a media campaign
- Establish agreements with contractors and oversee their work activities.
- Lead and attend meetings with community and project partners
- Prepare written reports and other project documents required for the cooperative agreement.
- Support the professional development of project staff through regular supervision, and complete performance reviews for non-clinical project staff
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work, Public Health, or related field
- Demonstrated experience in prevention, youth work, and experiential skills training
- Demonstrated ability to work effectively in a team setting with diverse membership
- Maintain lifestyle consistent with behavioral health role modeling of wellness and recovery
- Knowledge of suicide prevention programs and practices and delivery of behavioral health services to Native American communities
- Must adhere to YTHC policies and procedures regarding alcohol and illegal substances.
- Must possess a valid driver's license to perform job duties that involve driving GSA vehicles both on and off the Umatilla Indian Reservation and maintain insurability to operate a GSA vehicle.
- Represents Yellowhawk with a respected and viable presence in the community.
- Must submit to and pass a reference and criminal background check.
- Must submit to and pass a pre-employment drug and alcohol screening.

The success of YTHC's delivery of health care services, its business operation and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of YTHC's contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of YTHC employees to the highest standards that govern their professions, conduct and personal integrity.