



Job Position: Project Director	Status: Full-Time/Exempt
Division: Social Services	Salary: Based on Experience
Posting Date: August 11, 2019	Closing Date: August 31, 2019

Job Description

Summary

The Project Director is responsible for the overall success of the Tunica Biloxi Mental Health program. Plan, direct, or coordinate the activities of a social service/community outreach program. The Project Director will advocate and help tribal youth gain access to resources while confronting their personal and mental health issues.

Essential Duties and Responsibilities:

- Hire, retain, evaluate and manage staff to achieve program goals.
- Responsible for the oversight and daily program activities,
- Establish project design and elements to ensure positive program results by establishing assessments and planning activities.
- Ensure compliance with federal laws, tribal, and state laws and regulations, and fiscal oversight.
- Develop requests for proposals for engage external vendors to carry out project work, negotiate and develop contracts with vendors.
- Establish inter-agency communication and workgroup meetings and functions related to the project goals and objectives.
- Establish and maintain community network with agencies and formalize partnership agreements.
- Conduct network development and collaboration activities to achieve program partnership goals.
- Establish a partnership to initiate an evaluation system to gauge program success.
- Engage tribal youth to participate in mental health treatment services.
- Develop a measurement and monitoring tool to gauge client improvement/success.
- Develop and maintain policy and procedure that results in measureable changes.
- Responsible for personnel issues associated with the program.
- Must be able to develop and manage a department budget.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong management and leadership skills.
- Knowledge of sound administrative and management practices.
- Ability to manage large projects.
- Ability to procure professional service contracts in accordance with all applicable federal requirements.
- Ability to develop and coordinate solicitation for bids on all applicable projects.
- Culturally sensitive to Native American issues.
- Possess strong analytical skills – ability to act quickly with a reasonable solution.



- Excellent verbal and written communication skills.
- Effective presentation skills are strongly desirable.
- Excellent research skills.
- Experience with online business and social networking.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Must possess a Bachelor’s degree with 5 years or more experience working with youth with serious mental health disorders. Experience with tribal community preferred.

Supervisory Responsibilities:

This job has supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.



SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
HR@tunica.org

