



Native Americans for Community Action, Inc.

Job Description

Job Title: Reach UR Life Program Manager
Department: Community Development
Reports To: Director of Community Development

SUMMARY

Responsible for coordinating, administering, and overseeing all facets of the Reach UR Life Youth Suicide Prevention Program. This includes program and grant funds management. The Manager is responsible for program development, supervision, planning, evaluation, reporting, outreach to the community at-large and with other behavioral health providers and agencies. The manager oversees a team approach that embraces evidence-based interventions and maintains program outcomes and effectiveness. Must be able to assist with and perform suicide prevention educational sessions in group settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administrative oversight for Reach UR Life employees, including hiring, training, assigning, reviewing, coaching and evaluating work performance.
- Serves as lead trainer for QPR, safeTALK, ASIST and as administrative coordinator for Sources of Strength, CAST and other relevant suicide prevention trainings.
- Administrative oversight for development and achievement of program goals and objectives.
- Monitors the program's budget including financial, data and grant reports in accordance with the grantor reporting guidelines.
- Provides leadership in all facets of the planning and development of the pathway to service/system of care model, including the establishment of inter-agency collaborations with other like serving agencies for the Reach UR Life and Native Connections Programs.
- Establishes sustainable partnerships with NACA Behavioral Health and other community schools, community mental health providers and organizations and behavioral health providers for referral, early intervention response, and networking.
- Partners with community mental health and behavioral health agencies for the development of Zero Suicide programs.
- Reports to and maintains compliance with all Substance Abuse and Mental Health Services Administration (SAMHSA) regulations and guidelines.
- Establishes an integrated approach to promote and achieve goals and objectives of the current Garrett Lee Smith grant, data collection and reports.
- Oversees the preparation, maintenance, and acquisition of relevant documentation, files and records, ensuring rigorous protection of client information.
- Oversees the composition and distribution of educational and informational materials to increase individual, group, familial, and community awareness of and provide educational information regarding suicide prevention and related issues.
- In conjunction with NACA behavioral health, community members and coalitions, develops a program advisory board to establish mechanisms for the development of systems of care approach to Native American youth mental health.
- Attends local, regional, and national project meetings and trainings, as needed, and promotes community development services.

- Participates in the organizational Quality Improvement Program through incident reporting and identifying opportunities for improvement. Advocates for Zero Suicide and integrated health care at NACA.
- Performs other duties as assigned.

MINIMUM QUALIFICATION

Bachelor's Degree in health and/or human services or related field and at least two (2) years of previous, experience working with grants and/or as a grant project manager, community coalition building and leadership

Preferred: Master's degree in social work, community or organizational development, behavioral health, health education, or equivalent field; background in the field of behavioral health prevention and related programming and at least three years of previous experience administering and/or managing community development programs, experience working with grants and/or as a grant project manager, community coalition building and leadership and at least three years of successful supervision of staff and team leadership experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Level I Fingerprint Clearance; CPR; First Aid; HIPAA Certification (can be acquired before and/or after hire). Possess a valid Arizona Driver's License. Must complete/pass a criminal background investigation & fingerprint clearance in accordance with NACA policy.

Preferred: Licensed Clinical Social Work (LCSW), Licensed Master Social Worker (LMSW, Licensed Professional Counselor (LPC).

KNOWLEDGE, SKILL, AND ABILITIES

- Knowledge of grant writing including budget preparation and monitoring.
- Knowledge in children's mental health and related services system; with demonstrated experience in planning and building service systems, management, policy analysis and strategic thinking; change oriented leadership; and, demonstrated ability to foster collaborative relationships.
- Knowledge of office, personnel and financial management practices, various filing and records management systems.
- Working knowledge of advanced computer operations, word-processing and database programs.
- Ability to plan, organize and accomplish work within established policies, objectives, priorities and timelines.
- Ability to perform moderately complex work, review work for accuracy, completeness and conformity to established procedures.
- Ability to establish and maintain positive working relationships with others.
- Knowledge of theories, concept, and principles of systems of care and/or other prevention strategies and processes.
- Familiarity with Native American culture(s), society and working knowledge and respect for the Native American culture, traditions and customs.
- Knowledge of the rules and regulations governing the safety and welfare of the population being served.
- Excellent community outreach capabilities.
- Effective verbal and written communication skills to prepare correspondence, concise reports and conduct presentations.
- Excellent human and public relations skills.
- Knowledge of community resources.
- Ability to maintain strict confidentiality of client information and records.
- Ability to prioritize work ability to work under pressure and emotional stress.
- Ability to prepare timely reports.

- Skill in public speaking and public representation in ways that will cultivate effective “2-way” and group communications with diversity of community members, organizations, and youth.
- Writing sufficient to prepare and maintain federal updates, reports, and professional letters.
- Skill in social work principles, practices and techniques sufficient to provide necessary and effective service to creating and enacting a community-wide system of care approach.
- Skill in communications, interpersonal skills as applied to interaction with coworkers, supervisor, youth and families, a cross-section of community members and the public at-large, and other agencies and organizations, sufficient to exchange or convey information.
- Strong desire and interest to work with the population of this job classification.
- Speak and understand the Navajo, Hopi or other Native language preferred.

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. While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee must regularly lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds.

Frequent travel in the Flagstaff region and to distant communities in Coconino County, Navajo Nation, and Hopi Reservation is likely for the purposes of face-to-face encounters and program outreach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered when attending to clients, program participants, and employees while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet.

By signing below, I acknowledge I have received a copy of my job description.

Employee name

Date

Employee signature