

**Anav Tribal Health Clinic
Quartz Valley Indian Reservation**

9024 Sniktaw Lane
Fort Jones, CA 96032
Phone: (530) 468-4470
Fax: (530) 4478

POSITION DESCRIPTION

Position: **Circles of Care Project Director**

Reports to: Executive Director

Classification: Full Time (40 hrs. per week)

Salary: \$20 - \$28/hr

Summary:

The overarching goal of the Circles of Care project is to plan and design a holistic, community based, coordinated system of care approach to support mental health and wellness for children, youth and families in the Tribe's catchment area.

The Circles of Care Project Director is the leader of the ATHC Circles of Care process and effort. The position will have overall operational and management responsibility in completing the Circles of Care process and will serve as its primary spokesperson.

Description of Duties and Responsibilities:

1. Conduct mental health awareness training sessions.
2. Builds trusting partnerships with community members, ATHC/QVIR Staff, and collaborative agencies.
3. Establish and maintain a working relationship with community agencies in coordination with services provided.
4. Assist in the development and implementation of policies and procedures.
5. Update education through courses, workshops and professional literature as it relates to behavioral health treatment and prevention, particularly in its application to Native Americans and other special populations.
6. Research grant funding sources and write proposals as needed.
7. Conduct research and write reports/articles.
8. Oversee program budget, ensure financial accountability.
9. Recognize and solve potential problems and evaluate project/program effectiveness.
10. Network with local, regional, state, Tribal and national agencies; educational institutions; nonprofit organizations; and private sector business interests for program development.

11. Using input from community organizing activities, develop innovative methods of delivery of services based on cultural perspective.
12. Responsible for supervision of all planning/administrative staff and consultants assigned to the Project to ensure it is on schedule and within budget.
13. With support of project staff and the Family Support Coordinator, researches and drafts the project's Strategic Plan, Circle's of Care Handbook, Community Needs Assessment, and Final Report.
14. Coordinate project activities with Portland State University, Regional Research Institute for Human Services.
15. Perform other program related duties as assigned.

Qualifications for Position:

1. Master's Degree in Social Work, Psychology, Public Health, or related field.
2. Two years experience working in Behavioral Health Counseling Program or Health Planning/Administration.
3. Experience working in a therapeutic setting with adults, adolescents and children preferred.
4. Supervisory experience preferred.
5. Federal grant writing and grant administration experience highly desirable.

Personal Qualities, Skills and Knowledge Required:

1. Ability to attend meetings and represent Anav both on and off site.
2. Must be willing to travel to conferences, meetings, and seminars as needed.
3. Effective and efficient leadership, organization, facilitation and time management skills.
4. Knowledge of Northern California Native American Cultures.
5. Knowledge of statistics, data collection, analysis and data presentation skills
6. Must be able to empathize, willingness to understand, and have knowledge of the Native American culture.

TO APPLY: Respond to this posting with your cover letter, resume, and salary requirements or fax to 530-468-4478. An application is available on our web site at www.qvir.com. You may also contact the Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032 or contact human resources at 530-468-5907 or by email at: humanresources@qvir.com.

INDIAN PREFERENCE: In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian Candidates.