



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Project Director – LAUNCH

LOCATION: Red Cliff Community Health Center

WAGE: \$20.00 - \$22.00 per hour, Plus Benefits

SUPERVISOR: Health Services Administrator

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: The Project Director is responsible for daily oversight of the Project LAUNCH grant. It is responsible for overseeing the implementation of project activities, internal and external coordination, developing materials and conducting meetings.

DUTIES AND RESPONSIBILITIES:

1. Provide daily oversight of project activities to ensure objectives and timelines are met.
2. Assist Health Services Administrator with hiring and orientation of project staff.
3. Develop and implement schedule of reports to comply with all grant reporting requirements of the Grant.
4. Recruitment and development of Young Child Wellness Council.
5. Responsible for budget management and fiscal oversight of project activities to include procurement of contractual and training services per Tribal policy.
6. Coordinate communication and ongoing activities with collaborative partners such as Early Childhood Center, Tribal Court, Indian Child Welfare Program and the Bayfield School.
7. Coordination, recruitment and implementation of training plan per grant timeline.
8. Coordinate local evaluation activities in collaboration with project evaluator.
9. Provide information to Health Board, Tribal Council and community on an ongoing basis.
10. Responsible for ongoing communication with federal project officer, infant/early childhood mental health consultant and evaluation team.
11. Responsible for reporting in SAMSHA Performance Accountability and Reporting System (SPARS) and eRA Commons. Training must be completed within 30 days of hire.
12. Present a professional, caring image for the Health Center and its programs.

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13. Maintain a cooperative relationship with other Health Center staff and employees.
14. Demonstrate tact, courtesy, and respect in communication and interaction with Health Center patients, visitors, and staff and with outside agencies and programs.
15. Uses established channels of communication to express personal or work-related needs, suggestions and/or concerns.
16. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
17. Maintain a clean and safe physical environment. Alert administration and/or Health Center staff to problems and difficulties, as circumstances may warrant.
18. Advance job knowledge and skills through continuing education efforts with the approval of Health Center Administration.
19. Attend staff and other meetings, in-services, and other events as directed by supervisor.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: Project LAUNCH staff

KNOWLEDGE:

1. Exceptional communication skills, both in writing and in establishing relationships with various stakeholders.
2. Knowledge of issues related to the provision of mental-health related services within a Native American population.
3. Ability to manage and establish clear priorities for multiple projects under deadline pressure.

QUALIFICATIONS:

1. High school diploma, HSED or GED required.
2. Bachelor's degree in management and/or human-services degree, required. Master's degree in human-services related field, preferred.
3. Two years' experience with early childhood service delivery systems, preferred.
4. Experience with grants management, including budgets and report preparation, required.
5. Experience in the public health approach and early childhood development, required.
6. Experience with family and community engagement strategies within the Red Cliff Community is highly preferred, within a Native American community is required.
7. Experience working within the Red Cliff Community is highly preferred, within a Native American community is required.
8. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the Tribe's vehicle insurance policy.

PERSONAL CONTACTS: Considerable daily contact will be made with the general public, tribal leadership, Program Directors and staff, consultant(s), and the Tribal Community.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving.

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WORK ENVIRONMENT: All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: August 29, 2019

DEADLINE: September 12, 2019 @ 4:00 pm

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

diane.cooley@redcliff-nsn.gov

(715) 779-3700 ext. 4268 or 4267

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

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All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

EMPLOYEE BENEFITS PACKAGE - FULL-TIME EMPLOYEES

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit-Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.