



Elbowoods Memorial Health Center

Chief Executive Officer
1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax Number: (701) 627-2809

OPEN: 0/00/00
CLOSE: OPEN

EXEMPT _____

NON-EXEMPT _____

POSITION DESCRIPTION

POSITION: MAT Project Director
RESPONSIBLE TO: Behavioral Health Director
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY:

The Project Director has the overall responsibility for coordination of "MHA MAT FY21" project, a SAMHSA —funded grant to the Elbowoods Memorial Health Center focused on assisting patients through their opioid recovery process with the aid of medication assisted treatment. This grant will further develop the system of care to include comprehensive and integrated services for all patients and family members of patients of the program. The program will implement peer support groups and talking circles where patients can learn life skills to assist them along their recovery process. Through interagency collaboration the project will develop services with specific evidenced based opioid focused treatment.

The Project Director will supervise the Case Manager and Peer Support Personnel to coordinate project activities, including training, communication, and information dissemination. Additionally, the Case Manager and Peer Support Personnel will be responsible for assisting the Project Director with monthly, quarterly, and annual reporting.

Additionally, the Project Director demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation, actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.



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Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

- a. NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Position Requirements

- Bachelor's degree in behavioral health, Social Work or related fields with experience in managing large recovery projects preferred.
- Demonstration of training in cultural competence and direct experience with populations' representative of the MHA Nation.
- Travel required in the county and occasionally state and national for meetings or conferences
- Hours can include evening hours periodically to accommodate special activities.

Skills and Abilities

- Understands the role of cultural competence in working with the target population, their families, providers, interagency boards and all aspects of project development
- Excellent communication and interpersonal skills
- Excellent writing, speaking, and leadership skills
- Flexible and able to manage a diverse staff
- Prefer individual who has worked with similar project and families with the values, goals and practices of the system of care

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.



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Currently there are no housing units available or relocation assistance.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; Application for employment with all requirements and supporting documentation to:

Elbowoods Memorial Health Center
ATTN: Chief Executive Officer and/or Human Resource Dept.
1058 College Drive
New Town, ND 58763-0400

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for "Indian Preference".

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for "Veteran Preference".

Applications will not be returned.