



MESCALERO APACHE TRIBE

Position Announcement

Position Title:	Human Services Executive Director
Department:	Four Direction Treatment Center
Supervisor:	Administrator
Employment Status:	Exempt
Salary Grade:	NE 5

Opened: July 11, 2019

Closing Date: Opened until filled

Job Summary

The Program Director will oversee existing services provided by Four Directions and develop new services for individuals with alcohol and substance abuse issues. In addition, the Program Director will oversee Mescalero Systems of Care, the Violence Against Women Office, the Suicide Prevention Program, Foster Care Licensing Program, Indian Child Welfare Act Office, and Tribal Social Services. The Program Director is responsible for the Four Direction's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain program activities and services. This includes managing all staff while promoting a positive work environment.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Develops an improvement plan to include restructuring, procedures, and processes.
- Provides community meetings by providing education related to preventions of substance/alcohol abuse.
- Participate in community assessments related to substance/alcohol abuse.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and daily assignments to staff.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Evaluates all programs to plan and implement priorities to meet the needs of the community and clientele.
- Establishes program goals and objectives for treatment recovery and prevention.
- Coordinates program planning and development with other community service providers to improve service delivery system.
- Ensures confidential maintenance of all client files.

- Manages all contractual agreements between federal, state, and local agencies.
- Plans, develops, and implements strategies for generating resources or funds for the program.
- Establishes short and long-range goals and priorities.
- Organizes, assigns, directs, monitors, and evaluates the implementation of plans within the program.
- Oversees development and or implementation of policies and procedures of program.
- Manages cases including staff and treatment plan supervision in departmental programs.
- Conducts prevention and intervention educational programs.
- Prepares reports on project status for management and funding agencies.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor Degree in Human Services, Social Services, Counseling, Psychology, or related field preferred.
- Master's Degree Preferred.
- Five years' high-level management experience in substance abuse and or mental health treatment facility
- Skilled in areas of intervention, prevention, trauma informed care, healthy boundaries, skills and experience necessary.
- Must have experience overseeing federal and state grants and knowledge of grant compliance.
- Must have experience with direct and/or third-party billing of Medicaid/Medicare for services.
- Experience working with tribes, preferred.
- Must have an understanding, awareness, and sensitivity to Native Americans customs and traditions.
- LPCC License preferred. LISW, LMSW, LMHC may be accepted DOE.
- First Aid and CPR Certified or must be willing to obtain.
- Must have and maintain a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must maintain a high level of confidentiality.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Thorough knowledge of goals, objectives, methods and techniques applicable to the management human service programs
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Knowledge of budget preparation.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.

- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is performed indoors with a moderate noise level. Situations where caution must be exercised sometimes occur when contacting individuals at home. Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.