

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-075 **Issue Date:** 04-10-19 **Closing Date:** 04-16-19

Grant Project Manager
Behavioral Health
Department of Human Services
Hourly Wage: \$23.71/Regular/Full-Time

The Project Manager will be responsible for overseeing and executing the program as outlined in the Healthy Transitions grant application. The Project Manager will coordinate with the Project Evaluator and Youth/Young Adult Coordinator and work together to implement all aspects of the grant; working with key individuals, project leadership at the partnering agencies. This person will also collect data and information for annual reports to SAMHSA; and monitoring the progress of all components of the Healthy Transitions grant project.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation Behavioral Health Services mission, services, and functionality.
- Knowledge of HIPAA, 3rd Party Billing and how it relates to YNBHS.
- Strong interpersonal, organizational, and decision-making skills.
- Excellent written and oral communication skills.
- Skills in using computer software such as Microsoft Office applications.
- Ability to handle multiple projects at the same time in the context of a quality improvement program.
- Ability to set priorities, set timelines, and accomplish goals on time.
- Ability to work successfully with high-level professionals.
- Ability to effectively build relationships with members and other Tribal departments and community partners.
- Highly organized, thorough and detail-oriented.
- Strong team player with demonstrated ability to work independently and conscientiously.

Minimum Requirements:

- Bachelor's Degree in Social Services, Business or related field.
- Two years of supervisory experience that reflects the ability to work with both Tribal and Non-Tribal providers.
- Required to pass pre-employment drug test.
- Required to pass pre-employment background check.
- Must uphold strict confidentiality.
- Must possess valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving Permit.
- This position will require significant travel through the Yakama Reservation and out of town.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Master's Degree in Social Services, Business or related field.
- Must have experience working with grant projects.