**SANTA YNEZ TRIBAL HEALTH CLINIC**

**JOB DESCRIPTION**

**TITLE:** Grants Associate

**DEPARTMENT:** Behavioral Health

**CLASSIFICATION:** Nonexempt

**REPORTS TO:** Behavioral Health Director

**DAYS/HOURS:**  TBD/20 hours per week (telework available)

**JOB SUMMARY:**

The purpose of the position is to assist in day-to-day functions to support and carryout activities set forth by grants at the Santa Ynez Tribal Health Clinic’s Behavioral Health Department, including, but not limited to, SAMHSA Native Connections Program, Prop 63, and Healing Path programs. The Grants Associate is responsible for maintaining regular communication with the Behavioral Health Director and works within a general outline of work described below.

**ESSENTIAL RESPONSIBILITIES:**

* Coordinates project services and project activities including training, communication, and information dissemination.
* Assists in the planning and completion of comprehensive community assessments, including, but not limited to, onsite and online data collection, focus groups, and key stakeholder interviews.
* Utilizes and sustains central filing system; formulates procedures for systematic retention, protection, retrieval, transfer, and disposition of records; utilizes computers and computer software to document community assessment findings.
* Assists with correspondence and reports; develops publicity materials regarding community assessments.
* Plans and executes community-based prevention programs.
* Assists SYTHC and adjunct staff in the oversight and support of a Santa Ynez Band of Mission Indians (SYBMI) Youth Council.
* Aids in the development of improved policies, procedures, and protocols for youth in-line with community-based input.
* Assists with the maintenance of an organized filing system by which to monitor grant activities (SAP).
* Reports weekly to Behavioral Health Director on project activities.
* Coordinates/communicates with the other members of the project team on a daily, weekly, and monthly basis.
* Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Enrollment in higher education or college degree (psychology, education or related field) or equivalent professional experience.
* Familiarity with/experience working in a multicultural setting
* Proficiency with Microsoft Office suite of products, including Microsoft Word and Excel
* Ability to organize and prioritize grant deliverables.
* Knowledge of and experience with process data and outcome collection techniques.
* Excellent interpersonal skills and the ability to communicate information and ideas clearly and accurately, both verbally and in writing.
* Ability to operate with minimal supervision.
* Ability to handle stressful situations.
* Ability to work well with others.
* Attention to detail on technical, procedural, and administrative tasks.
* Problem-solving skills.
* Highly organized with excellent time management skills.
* Ability to operate a vehicle for offsite support.

**DESIRABLE QUALIFICATIONS:**

* Knowledge and experience with grants is preferred.
* Related experience in field is preferred.
* Native American preferred.

**LANGUAGE SKILLS:**

* Ability to read, analyze, and interpret program forms and documents.
* Ability to respond to common technical inquiries from staff.
* Ability to effectively communicate information.

**MATHEMATICAL SKILLS:**

* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratios, and percentages, and to draw and interpret bar graphs.

**REASONING ABILITY:**

* Ability to solve practical and critical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Analytical skills with the ability to efficiently identify the root cause of an issue and resolve.

**PHYSICAL REQUIREMENTS:**

* Ability to work in a dynamic and fast-paced environment with low to moderate physical activity. These activities can include: walking, stooping, bending, lifting up to thirty (30) pounds, and sitting.
* Normal range vision correctable to 20/20 and ability to hear within normal range.
* Ability to deal with time constraints and stress.

**WORK ENVIRONMENT:**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job, the employee may be exposed to odors or airborne particles.
* The noise level in the work environment is usually within normal range.

**I have received, read, understood, and agree to perform the duties described in the above job description.**

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Signature of Employee Date

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Printed Name of Employee

Revised: 10/18