



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 114-24

OPENING DATE: 09/18/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Tribal Opioid Response
Program Manager
PAY GRADE: E6 (\$28.94/hr.-\$40.51/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Director, Public Health Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Under the direction of the Director of Public Health Services, the Tribal Opioid Response (TOR) Manager, is responsible for coordinating the Pueblo of Isleta's response to the opioid epidemic. This position will lead efforts around identifying, collaborating, and responding to local impacts of opioid use disorder. TOR Manager will develop response efforts using evidence-based approaches to abate the opioid epidemic in order to effectively and efficiently expend funds received from opioid litigation settlements. Will monitor programs and projects funded with opioid settlement funds and report on their efficacy in the treatment and prevention of opioid use disorder and co-occurring substance use disorders and mental health conditions. Will oversee all staff members hired to perform duties related to the Opioid settlement funding.

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.

JOB DUTIES:

- Work closely with community partners on fostering community-focused collaborative approaches to prevent and address opioid addiction.
- Take lead role in planning and evaluating interventions and reporting on funds spent as part of the National Opioid Settlement.

- Facilitate meetings with stakeholders, including but not limited to the Isleta Tribal Court, Isleta Health Center, POI Social Services, POI Truancy, Isleta Police Department, and the Isleta Pueblo Housing Authority, to collect, record, and analyze proposals for opioid abatement programs and projects.
- Facilitate meetings for Tribal Council Subcommittees relating to mental health, behavioral health, and substance abuse.
- Engage in data collection and research to determine effective opioid abatement strategies and prevention efforts.
- Engage stakeholders and the community to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and population clusters within the Pueblo with the greatest need for intervention services.
- Support collaborative cross-system coordination across Pueblo governmental entities to support treatment and prevention of opioid use disorder and co-occurring substance use disorder and mental health conditions.
- Per Resolution No. 2024-068, provide annual reports to the Tribal Administration and Tribal Council on projects and programs to abate the opioid epidemic and co-occurring substance use disorders and mental health conditions, including narrative program/project descriptions, sustainability assessments, and guidelines for monitoring programmatic success.
- Coordinate with the legal department and Treasurer to ensure that opioid abatement expenditures are compliant with relevant opioid settlement requirements.
- Maintain current working knowledge of trends in evidence-based approaches to address the opioid epidemic.
- Monitor programs and projects funded with opioid settlement funds.
- Provide consultative expertise and support to all teams working on Opioid Abatement projects.
- Will act as a key connector of systems to people and drive complex work with both internal and external collaborations.
- Support department strategic planning and project management related to opioid prevention and other prevention areas as assigned.
- Participate in public health response functions, community events, community meetings, and outreach as assigned.
- Keep leadership and other departments informed of status of activities through regular written reporting and oral presentations.
- Prepare regular reports for settlement Trustees.
- Enhance professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Will provide ongoing training and education to supervisees.
- Perform other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises all Tribal Opioid Response staff, including performance reviews, disciplinary actions, onboarding, and timekeeping.

- Provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor’s Degree from an accredited university with a major study in physical or behavioral health care, public administration, business administration, social work, or closely related field.
- One year of experience working with tribes, urban Indian organizations, or American Indian/Alaska Native (AI/AN) individuals.
- Three years experience in overseeing or implementing programs that promote mental health, prevent substance misuse, and provide treatments and supports to foster recovery.
- Two years of supervisory experience required.
- Valid New Mexico driver’s license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

PREFERRED QUALIFICATIONS:

- Licensed mental health professional.
- Experience in overseeing and implementing work related to addressing the opioid/fentanyl crisis.
- Personal knowledge and understanding of tribal government operations.
- Experience in project management.
- Experience in grant management.
- Experience in managing or implementing government contracts.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of the Isleta Pueblo, its history and culture.
- Knowledge of mental health, preventing substance misuse, and providing treatments and supports to foster recovery.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows / Microsoft environment.
- Ability to write accurate and concise summaries or descriptions of events or discussions.
- Ability to read and summarize policy or regulatory documents.
- Ability to engage and interact with people from diverse backgrounds, include diverse AI/AN backgrounds, with cross-cultural humility and respect; and facilitate meetings of individuals from different organizations and/or diverse backgrounds.
- Ability to exercise initiative and independent judgment.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to create and present effective speeches and presentations.
- Ability to communicate efficiently and effectively both verbally and in writing.

- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

WORK ENVIRONMENT:

- Work is generally performed in an interior office environment.
- Requires constant computer-use and screentime.
- Some travel may be required.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.