



EASTERN ALEUTIAN TRIBES  
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[www.eatribes.org](http://www.eatribes.org)

## **POSITION DESCRIPTION**

**POSITION:** Project Director  
**PROGRAM:** Health Services  
**FLSA:** Exempt

**LOCATION:** Anchorage  
**SALARY:** DOE  
**FT/PT/INT:** Full Time (40 hrs/wk)  
**CLOSING DATE:** Open until filled

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### **PURPOSE OF POSITION:**

Reporting to the Clinical Practice Administrator – Physician, the Project Director will coordinate and/or complete most of the grant tasks and deliverables for Eastern Aleutian Tribe’s 3-year grant from SAMHSA titled “Eastern Aleutian Tribes – Medication Assisted Treatment”. Travel to sites is expected at least 25% - 50% of the time.

**DUTIES AND RESPONSIBILITIES:** Develop policies and procedures for the provision of medication assisted treatment, and training EAT providers in those policies and procedures. The Project Director will also provide community outreach and education presentations, provide MAT directly to patients and offer oversight for staff members who assist with MAT provision.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the science, principles, techniques, and procedures for the care of patients. Knowledge of behavioral healthcare terminology, physiology and concepts of disease. Knowledge of 1974 Privacy Act is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest. Knowledge of regulations and requirements. Knowledge of Alaskan culture.

Skill to provide effective, compassionate care, assess patient situations and take effective course of action.

Assess and prioritize multiple requests by patients, families, and team members. Assess and prioritize multiple tasks, projects and demands. Operate a personal computer utilizing a variety of software applications. Review clinical work of others according to professional standards and practice guidelines.

Ability to educate and coordinate with other health care professionals. Perform job with minimum supervision. Maintain quality, safety, and infection control standards. Communicate effectively orally and in writing. Solve complex problems and deal with a variety of issues.

### **MINIMUM QUALIFICATIONS:**

Nurse Practitioner / Physician Assistant / Physician / Psychiatrist education/certification; Alaska NP / PA / Physician / Psychiatrist License; DATA Waiver or ability to obtain one within 30 days of hire; two years’ experience working with medication assisted treatment preferred; certified with two or more years’ experience in primary and Emergency Care; ACLS certification required; and experience in rural cross culture setting preferred.