

DENVER INDIAN HEALTH AND FAMILY SERVICES
JOB DESCRIPTION

Job Title	Integrated Care Project Manager	Department	Behavioral Health
Supervisor's Title	Director of Behavior Health	FLSA Status	Full-Time Exempt
Date Prepared	1/18/2023	Date Revised	

POSITION PURPOSE | Under the supervision of the Director of Behavioral Health, the Integrated Care Project Manager provides administrative support to the Integrated Program. They are responsible for the administration, execution, and integrity of all government and non-government grants. This position collaborates with all key staff by closely monitoring upcoming deadlines, ensuring reports are submitted on time, and all deliverables are met within a grant.

ESSENTIAL DUTIES | Under the general supervision of the Director of Behavioral Health, the Integrated Care Project Manager's duties are encompassed as follows:

Grants Coordination:

- Serves as a liaison to the Director of Behavioral Health and collaborates with the Grants Program Administrator, subject matter experts, finance, payroll, and evaluators, assisting them with timelines, preparing deliverables, and monitoring program budgets, financial reports, progress reports, and final reports.
- Produces an accurate and timely report of program status by working with the Integrated Care team throughout the grant's lifecycle.
- Implements and manages changes and interventions to ensure project goals are achieved, and cultural opportunities are explored. Coordinates meetings with stakeholders to make communication about project issues and service decisions easy and transparent.
- Attends one grants management/ uniform guidance training per year.
- Excellent writing skills
- Participates and coordinates Outreach Events identified by DIHFS.

Quality Assurance Coordinator

- Participates in organizations quality improvement activities.
- Monitors and reports on all activities, processes, and procedures.
- Assist in company policies, processes, and procedures.

OTHER DUTIES | As Assigned

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB QUALIFICATIONS

KNOWLEDGE, SKILLS
AND ABILITY

- Understand all the NOF or NOA, RFA, or RFP requirements.
- Understands the terms of the award and funding requirements.
- Knowledge of federal contractual standards, various health care accreditation standards, and Indian Health Service and other guidelines
- Culturally responsive to American Indian/Alaskan Native people and issues

EDUCATION,
LICENSURE,
OR
CERTIFICATE

- Excellent verbal and written communication, attention to detail, and problem-solving skills
- Advanced interpersonal skills to work with staff in a mutually respectful way
- Minimum of a bachelor's degree in a related field, or three years in a health or health-related field, or equivalent education/experience
- Preference is given to those with education and/or experience in public health, hospital or clinic administration, or urban Indian healthcare.

EXPERIENCE

Project Management, or similar work in managing projects.

SCOPE OF AUTHORITY
FINANCIAL AUTHORITY

Project management
Oversight of grant budgets

COMMUNICATION

Effective communication skills required

SUPERVISORY
RESPONSIBILITY

None

WORKING
CONDITIONS

Typical Working Conditions

1. Work must be performed in a confidential setting.
2. At times, it will involve irregular hours, including weekends and evenings.
3. This will include deadlines and establishing priorities.
4. It will involve local and out-of-area travel.
5. This will include frequent contact with community members and local, state, and federal officials.

Typical Physical Demands

Prolonged periods of standing,
Stooping, bending, or stretching for files and supplies.
Up to 15 pounds of lifting
Manual dexterity sufficient to operate a keyboard or other agency machinery.
Vision correctable to 20/20 and hearing in the normal range for telephone calls
Stressful work, which may involve difficult interpersonal situations.
Operating personal vehicle

OTHER
REQUIREMENTS

- Experience in the use of computers and various computer programs
- Reliable personal vehicle, proof of Colorado liability insurance, and valid Colorado license within three months of employment

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

APPROVALS	
Employee's Signature _____	Date _____
Employee's Manager _____	Date _____

Executive Director/Rep. _____

Date _____

Denver Indian Health & Family Services is a private non-profit organization. DIHFS does not discriminate in employment based on race, color, creed, religion, age, sex, national origin, physical handicap, marital status, or sexual preference. However, DIHFS does adhere philosophically and as required to the Indian Preference Act, Title 25 CFR, Section 472.

Denver Indian Health & Family Services is a smoke-free, Drug/Alcohol-Free work environment.

As a precursor to employment, applicants must agree to a stringent background check at the DIHFS Board of Directors' discretion and verification of references and other information provided by applicants.