



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Tribal Opioid Response Director (TOR Director)
Department:	Social Services: Tribal Opioid Response
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Council

GENERAL DESCRIPTION:

The Tribal Opioid Response Project Director oversees and implements the Tribal Opioid Response (TOR) program, designed to address opioid use and its impact within the tribal community. This role involves strategic planning, program development, and coordination of culturally relevant prevention, treatment, and recovery support services. The Project Director is responsible for ensuring program alignment with federal and tribal requirements, managing budgets, and supervising staff and outreach efforts to enhance community engagement and resource accessibility. Additionally, the Project Director collaborates with tribal leaders, healthcare providers, and community organizations to create sustainable, holistic solutions to combat opioid addiction and promote community health. This position must maintain a high level of confidentiality. **This is a Salary position and sometimes may require travel, or occasional overtime on evenings and/or weekends.**

QUALIFICATIONS:

- Prefer Bachelor's Degree in field related to Social Services or at least 5 years of related experience, including supervisory experience.
- Be willing to attend in-state and out-of-state training relevant to job position.

- Ability to work flexible hours and willingness to work outside of normal business hours, including after 5:00 pm.
- Possess communication skills, written and oral, and be able to relate to Indian and Non-Indian communicates, other agencies, and the general public.
- Must be computer literate, possess good writing skills, and be able to communicate effectively.
- Must have the ability to maintain a favorable rapport with the general public, tribal members, program team members, tribal employees and vendors.
- Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy act as well as other confidentiality regulations.
- OBSI and Criminal Background check required and be adjudicated appropriately.
- Must possess a current Oklahoma Driver's License to operate a government-owned vehicle as well as have reliable transportation.
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter
- Prefer knowledge of Delaware Tribe/Native American cultures and values.

DUTIES AND RESPONSIBILITIES:

- Plans implements & evaluates grant funded program and submits the necessary reports as required by SAMSHA.
- Supervises all opiate response grant staff, including temporary assigned personnel.
- Orientate and assess training needs, arrange for in-service training to staff on a regularly scheduled basis to cover crisis counseling techniques, etc.
- Evaluate job performances of the staff on an annual basis, during probationary periods, and as needed.
- Coordinates staff training with other agencies and within Grant time frames.
- Participates in tribal community activities.
- Assists with and approves all staff work schedules as well as all supportive counseling activities.
- Develops, reviews, and modifies as needed, all budgets that pertain to the Opiate Response Grant.
- Researches, prepares and submits program proposals for funding to the Tribal Council.
- Identifies and utilizes available training and technical assistance resources.
- Facilitates community awareness of the Opiate Response Grant by providing educational programs and publicity.
- Works with other tribal departments to collaborate on projects and keep open communication.
- Approves all necessary documents/requests related to payroll and travel, i.e. requisitions and check requests.
- Interview prospective clients and develops individual treatment plans, as needed.
- Reviews client files to maintain quality assurance.

- Assists in planning weekly group sessions, implements weekly educational sessions, and counsels individually. Counsel out-patient clients individually and conduct home visits.
- Determines program needs for additional staff, and materials and supplies. Works cooperatively with other departments & supportive resource agencies.
- Attends all staff meetings, planning meetings, professional meetings, and workshops. Increases professional knowledge through self-study.
- Obtains and maintains certification as a Substance Abuse Counselor from the State Board for Certification of Substance Abuse Counselors Inc.
- Other duties as assigned by the Tribal Council.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.