



# FAIRBANKS NATIVE ASSOCIATION, INC

## Supplemental Job Description

**Job Title:** Program Director

**Program Specific:** Graf & New Life

**Position Reports to:** BHS Director

### **Essential Functions:**

Directly supervises the Graf & New Life programs.

Plans, directs, monitors, and coordinates services of the Graf & New Life programs.

Initiates and/or assists in writing Federal and State grant requests, in cooperation with the FNA Planning & Development Department, as well as monitors budgets.

Writes, revises and monitors service contracts with collaborators and submits contracts for review by Administration in a timely manner.

Plans, collaborates and consults with other FNA departments, local, state and federal organizations that include needs assessments, quality assurance and evaluation, as well as acts as liaison for Graf & New Life programs.

Maintains working relationship with various agencies. Maintains client confidentiality in accordance with 42 CFR Part 2.

Attends all required BHS meetings and participates in BHS Senior Management meetings.

Maintains overall compliance with Office of Children Services (OCS) regulations and CARF regulations.

### **Qualifications:**

State of Alaska Certified Counselor Level II preferred.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and medical certification that employee does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory completion of a criminal background investigation.

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Employee Signature

Date