

## **Project Director-RCORP Grant**

### **Definition:**

The Project Director at the St. Francois County Health Center is responsible for the development and management of the federal Rural Communities Opioid Response Program-Planning (RCORP) Grant including working with sub-grantees and community partners to build regional planning capacity to reduce the morbidity and mortality associated with opioid overdoses in high-risk rural communities by leveraging skills, expertise and assets of existing local, sub-regional and regional institutions and stakeholders; monitoring grant activities, projects, and activities; tracking accomplishments and reporting requirements.

### **Supervision:**

This position is supervised by the Director and or the Assistant Director.

### **Qualifications:**

Master's degree or other advanced degree, with a major study in social or behavioral science, public health, public or business administration and 1 year of experience working directly in grant management, public health, or a related field.

OR

Bachelor's degree in social or behavioral science, public health, public or business administration and 2 years of experience working directly in grant management, public health, or a related field.

OR

Associate's degree in social or behavioral science, public health, public or business administration and 3 years of experience working directly in grant management, public health, or a related field.

- Minimum one year experience with grant writing or demonstrated track record in writing persuasive, clear and concise proposals.
- Excellent written and oral communication skills.
- Excellent computer skills (Word, Excel, Outlook and PowerPoint).
- Able to plan, prioritize, shift priorities if necessary, and coordinate multiple projects to meet deadlines.
- Able to work independently as well as collaboratively as part of a team.
- Experience managing and facilitating small and large committees or groups.
- Energetic and flexible.

### **Examples of Work:**

This list is not all inclusive.

- Plan, direct, coordinate and lead activities of RCORP project to ensure that goals, objectives and all elements of the project are accomplished within the prescribed Assistant Director.
- Review RCORP funding application to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.

- Establish work plan and staffing for each phase of project, and arrange for assignment of project personnel.
- Identify and contact local agencies, foundations and corporations for potential grant support.
- Build relationships with potential and actual contributors in a strategic manner.
- Coordinate activities of governmental organizations, private sector businesses, non-profit and educational institutions, and Research demographic and other quantitative information in support of project
- Manage grant deadlines and oversee budget to ensure financial accountability.
- Strategically plan, maintain and track all required actions and records of the project
- Work collaboratively with coworkers in the region and throughout communities that may be conducting similar efforts.
- Attend workshops or trainings to enhance grant efforts.

**Knowledge, Skills and Abilities:**

- Ability to design, implement, and evaluate strategic/tactical plans, evaluation tools, and public campaigns.
- This position requires considerable independence in the performance of duties.
- Effective communication skills are a must.
- Strong attention to detail and ability to track many tasks
- Excellent analytical and problem-solving skills
- The ability to work effectively in a cross-disciplinary team
- The employee will spend time traveling throughout the county and regional area. They must have reliable transportation.
- Ability to develop and maintain effective working relationships with clients, staff, and other health care professionals.
- The employee will be responsible for keeping current with evidence-based, promising, and innovative practices.
- Will attend mandatory Health Center staff meetings.

**Other Responsibilities:**

- May be required to assist in other areas of the Health Center when necessary.
- The employee is expected to respond to the Health Center in the event of an emergency when Health Center staff is needed.
- Participates in Quality Improvement Planning.
- May be required to participate in Health Center Emergency Planning meetings.
- Other duties as assigned.

❖ This position earns time and one half for any time worked over 40 hours a week.

As of June 29, 2018