

Substance Abuse Program Director

The Seneca Cayuga Nation is accepting applications for a **Substance Abuse Program Director**, which is directly supervised by the Executive Director. In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, consideration shall be given to upgrading existing staff in accordance with the Nation's Career Development Plan, however all other applications/resumes will also be accepted for this position in order to satisfy the immediate need. Under the direct supervision of the Executive Director, the Substance Abuse Program Director will be responsible for the overall administration and operation of the program; including program management, grant and contract management, proposal development, fiscal oversight, public relations, purchasing and inventory management, strict licensure standards and contract compliance. Demonstrated knowledge in these components is a priority.

Qualifications and Requirements: Bachelor's degree (B.A. or B.S.) from four-year college or university in related field (Official transcripts required). Must possess well-rounded understanding of alcoholism and drug addiction among the Native American population and be sensitive to the diversity of the Native American Cultures in the treatment of these addictions. Must affirm in writing this his/her employment performance has not been impaired by alcoholism/drug addiction in the last five(5) years. Must be familiar with Policies and Procedures of Indian Health Service, Oklahoma Department of Mental Health Substance Abuse Services. Must have proficient computer and office procedure skills. Must have three (3) years of supervisory experience.

***A waiver of the educational and supervision requirement may be offered based on an evaluation of actual experience and demonstrated competence.**

Selected applicant will be required to complete a drug screen and submit to a background check. Resumes with applications may be submitted to cbrown@sctribe.com or cjones@sctribe.com . Applications are available at 23701 South 655 Rd. Grove, OK 74344 or online at www.sctribe.com.

Tribal/Indian Preference will be observed in the filling of this position. Open until filled.

Posted 6/10/2021