



SINTE GLESKA UNIVERSITY POSITION DESCRIPTION

POSITION: Program Manager

DEPARTMENT: SGU Disability Center

SUPERVISOR: SGU Human Services Chair

CONTRACT: 12 Mo. /Hourly

JOB SUMMARY:

The Program Manager will be supervised and report to SGU Human services chair. The program Director will collaborate with The University of South Dakota Center for Disabilities in developing goals, attaining/allocating human and physical resources, developing policies and procedures and ensuring adequate financial resource management. The Program Manager provides direct support development of the SGUDC trainings, curriculum development and management of the SGUDC in carrying out the key roles assigned to them. The SGUDC Program Manager reports directly to the SGU Administration.

The SGUDC Manager is responsible for the delivery of culturally appropriate services, training and curriculum delivery to Native Americans with disabilities. Activities include performing student/participant eligibility, initial intake interviews, academic assessments, education plan development, and program management. Responsible for identifying and securing appropriate community and agency resources and comparable services available to implement and accomplish SGUDC objectives.

Faculty and students endeavor to take a broad approach to Disability in Indian Country applying the knowledge of the impact of disability with career and personal self-care skills.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish the SGUDC Programs, policies and procedures.
- Oversee day to day operations of the SGUDC Program.

- Responsible for managing grant and assuring grant goals are met.
- Responsible for annual evaluations.
- Responsible for overseeing program budget and all expenditures. Making necessary budget modifications when needed and as approved by federal agency and SGU Administration.
- Provide monthly reports to SGU Administration.
- Attend SGU Program Managers meetings.
- Oversee SGUDC activities, trainings, partnerships and curriculum.
- Completes all reports due to Federal Agency.
- Collaborate with tribe's programs and outside agencies that would be beneficial to community members and students.
- Work proactively with Collaborative Work Agreements with organizations to benefit student and community services (i.e. Sub-Contract with University of South Dakota Center for Disabilities).
- Develop and Maintain Public Relations and Outreach (i.e. Conducts community presentations on program activities and services available and participate in other community meetings to share SGUDC information.
- Work with SGU staff and programs to expand disability support and awareness.
- Maintains personal and professional boundaries and holds confidentiality adhering to the SGU policies and procedures.
- Computer literate.
- Performs other duties as required.

Knowledge/Skills/Experience Preferred:

- Knowledge of addictive substances, physical psychological or mental challenges.
- Knowledge of community resources available that may enhance individuals with disabilities.
- Knowledge of Tribal Governments and Federal Regulations.
- Communicate effectively both orally and in writing.
- Ability to translate theory and professional training into practical solutions.
- Ability to utilize agency resources, technology and library to appropriately answer questions and provide guidance to students and participants.
- Ability to work both independently and in a team environment.
- Sustained concentration and attention to detail and accuracy & ability to prioritize a complex workload.
- Excellent interpretation and problem-solving skills.

SUPERVISORY RESPONSIBILITIES:

At this time there is no specific staff for the SGUDC. There is support from the University of South Dakota Center for Disabilities, Community Engagement Director and other staff for curriculum development, course sharing and transfers, SGUDC program administration and other expertise and training provided by USDCCD. Course provision will be provided by SGU

faculty and other contracted faculty on campus, transfer courses from USD and other Tribal Colleges that partner with SGUDC.

EDUCATION and/or EXPERIENCE:

Four-year degree in the field of Disability, Vocational Rehabilitation, Special Education, Human and Social Services and other related fields.

CERTIFICATES, LICENSES, REGISTRATIONS

Current South Dakota or current out-of-state driver's license, safe driving records and CPR certification required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, and crouch. The employee must regularly lift and/or move up to 5 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Normal office environment.