

Position Description:

Mental Health Resource Center, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **SAMSHA Grant Project Director** to join its team in the Jacksonville Area.

The Project Director is responsible for the execution of the MHRC SAMHSA Grant objectives and serves as the primary point of contact for local community agencies, stakeholders, and SAMHSA. This position leads collaborative efforts with state and local partners to ensure the success of the grant objectives. The Project Director coordinates information sharing and helps resolve barriers to program implementation. Responsible for overseeing all grant award requirements, reporting, submissions, and correspondence with SAMHSA.

Some of the responsibilities of the position include but are not limited to:

- Coordinates the implementation and completion of all SAMHSA grant activities.
- Develops mechanisms for tracking grant activities, milestones, data collection, reporting, and all grant activities.
- Serves as the liaison between MHRC and SAMHSA Project Officer.
- Responsible for monitoring grant budget, expenses, and invoicing.
- Responds to all tracking items in e-Commons.
- Responsible for developing programmatic documentation requirements.
- Establishes work flows for funded programs.
- Assists in setting up tracking protocols in the EHR for new and existing participants.
- Coordinates program implementation of grant activities with managers/directors.
- Develops forms needed to document grant activities such as consents, data collection, MOUs, releases, etc.
- Ensures all services performed under the grant are documented in accordance with grant activities.
- Ensures all program staff working in grant funded activities receives grant-related trainings for documentation, service delivery, tracking, reporting, and participant protections.
- Ensures all NOMs enrollments and updates are completed as required by SAMHSA.
- Responsible for reporting a summary of grant activities, progress on timelines, data collection activities, etc. on a monthly basis.
- Coordinates regular grant meetings with program managers supervising grant-funded activities to ensure consistent implementation of grant activities.
- Meets with community partners to establish MOUs, report on grant activities/outcomes, and discuss program implementation/operations.
- Gathers information in preparation for SAMHSA grant reviews and meetings; attends all SAMHSA grant meetings.

Staff Monitoring:

- Monitors program and grant requirements to ensure quality services and compliance with requirements and standards.

- Facilitates recruitment, hiring, orientation, retention, evaluation, peer reviews and employee relations in coordination with Vice President – Community Support Services and the Human Resource Department.
- Performs regular supervision of staff through individual sessions and staff meetings.
- Completes time sheets and leave requests within scheduled time periods.
- Works with Vice President to recommend corrective action plan when problems are identified.

Position Requirements:

In order to be considered, candidates must have a Bachelor's degree or Master's degree from an accredited university or college with a major in human services, healthcare related field, or business related field.

Two years of grant management or project management experience required.

Experience working in social services or community mental health center setting preferred.

Quality Improvement and/or data management experience preferred.

Supervisory experience preferred.

Valid driver's license required.

Position Details:

This position is a Full Time Days position.

This full time position offers a comprehensive benefits package.