



# POSITION DESCRIPTION

## TITLE: Project Director, Trauma-Informed Practices

<b>FLSA STATUS:</b> Exempt, 1.0FTE	<b>SALARY BAND LEVEL:</b> E
<b>LOCATION:</b> Rhodes Hall	<b>UNIT:</b> Student Affairs
<b>SHIFT:</b> 8 a.m. – 5 p.m. M-F	<b>DEPT:</b> Student Support Services
<b>INCUMBENT:</b>	<b>EMPLOYEE SIGNATURE:</b> Date:
<b>REPORTS TO:</b> Dean, Student Engagement & Support Services	<b>PREPARED BY &amp; DATE:</b> Nina Wiley, October 2020
<b>Reviewed/Revised By:</b>	EE Name:      Date:
<b>Reviewed/Revised By:</b>	EE Name      Date:
<b>Reviewed/Revised By:</b>	EE Name      Date:

### I. POSITION PURPOSE – List brief summary of position

The Project Director, Trauma-Informed Practices is responsible for leading all efforts related to the Title III Strengthening Institutions Program Grant.

### II. RELATIONSHIPS AND CUSTOMERS – (In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)

Department of Education	Government and State Agencies	Colleges and Universities	External Evaluators
Community Agencies/Organization			

### III. DIMENSIONS – If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)

This position is responsible for the management of \$1,587,095 in grant funds.

### IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

*Under general supervision, this position performs the following duties:*

1.	Oversees and manages the Title III Strengthening Institutions Program Grant.
2.	Establishes and maintains systems and plans for ongoing trauma-informed services training for faculty, staff, work study students and board members.
3.	Establishes and maintains a trauma-informed financial literacy training program for students.
4.	Expands trauma-informed education for all students participating in work-based learning.
5.	Implements and maintains a trauma-informed probation program for students on academic probation.
6.	Implements and provides support for an early alert system for students.
7.	Provides support to the Financial Aid Office, Office of Student Support, Counseling Services and multiple areas across the college in relation to trauma-informed services.
8.	Gathers information and data to develop required reports.
9.	All other duties assigned by supervisor.



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**V. SUPERVISORY RESPONSIBILITIES** – *The following position title(s) report to this position. If there are no reporting positions, type "None."*

- None.

**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.*

**VI. EDUCATION and/or EXPERIENCE** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Bachelor's degree required in psychology, social work, education, or related field; Master's degree in a relevant field preferred
- Three to five years experience in grant management preferred
- Experience in higher education preferred

**VII. SKILLS AND ABILITIES** – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Excellent organizational skills; excellent oral and written communication skills
- Strong report-writing skills
- Grants management experience
- Ability to communicate and interact with outside reporting agencies
- Project management experience
- Ability to manage multiple priorities
- Experience with software packages required for extraction and reporting of data

**VIII. CERTIFICATES, LICENSES, REGISTRATIONS** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- None

**IX. LANGUAGE SKILLS** – *(To be completed by HR)*

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**X. REASONING ABILITY** – *(To be completed by HR)*

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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**XI. 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, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**XII. 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. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.