



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Onsite Project Director, Thundermist Trauma Informed System
Status: Full-time, 35-hours per week, one-year temporary appointment
Grade: 12
Union Affiliation: Non-Union / Non-Classified (NUNC)
Reports To: Director, Institute for Education in Healthcare (IEH)

PRIMARY PURPOSE:

The Director oversees the Thundermist Trauma Informed System project and provides oversight and coordination of program staff at RI College and Thundermist Health Center. In addition, the Director serves as a liaison between program partners, Institute for Education in Healthcare and Health System Transformation Projects funders (RI Department of Labor & Training & the Executive Office of Health & Human Services).

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage the Thundermist Trauma Informed System Program and related grant expenditures.
- Oversee the implementation of multi-tiered trauma training for staff across Thundermist Health Center's multiple sites.
- Create and maintain a database for enrollment, completion, and system data.
- Collaborate with Professional and Continuing Studies to formalize Trauma certificate programs associated with the Thundermist Trauma Informed System grant.
- Serve as a liaison for curriculum coordination and implementation efforts between industry partners, state agencies, RIC departments, and sub-awardees.
- Engage in ongoing assessment of employer needs.
- Strategize and plan with the Principal Investigators and DLT and EOHHS funding partners to identify completion of grant deliverables as well as new training and employment needs.
- Communicate and coordinate with Thundermist and RI College fiscal departments to assure timely implementation of sub-award responsibilities; monitor sub-award expenditures.
- Complete and submit monthly progress reports to the funding agency.
- Communicate with funding partners regarding grant requirements, reporting etc.
- Oversee the evaluation of the Thundermist Trauma Informed System grants and provide guidance to the program evaluator hired through the state's bidding process.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of the Institute for Education in Healthcare.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree with credits towards a graduate degree.

Experience:

Two or more years of experience with grant/project management and coordination, building partnerships between higher education and employer partners, curriculum development and implementation to support participant learning, workforce development, and system transformation.

Skills, Knowledge and Abilities:

- Knowledge of healthcare industry needs and the intersectionality of behavioral health and trauma.
- Ability to plan, organize, and implement assigned responsibilities, and work well under pressure to meet deadlines.
- Ability to work in situations requiring tact and collegiality.
- Ability to build and manage teams,
- Ability to participate as a team member, to understand and interpret regulations, and to adjust to change with a positive attitude.
- Ability to communicate effectively in verbal and written form and to work with a variety of constituents.
- Good computing skills including MS Office, database, statistical software, and general computer knowledge.
- Assessment and evaluation of programs and project outcomes.

PREFERRED:

- Master's degree.
- Experience working with disadvantaged populations.
- Skills to support assessment and evaluation of programs and project outcomes.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.



Organizational Chart - Onsite Project Director, RI Real Jobs Grant

