

RFP HSS-09-024

GRANT PROJECT MANAGEMENT SERVICES

DELAWARE HEALTH AND SOCIAL SERVICES

DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH

DE SPF SIG Program Director

The Division of Substance Abuse and Mental Health (DSAMH) is seeking to contract with an individual to serve as a Project Director for a new statewide Strategic Prevention Framework State Incentive Grant (SPF SIG) that is funded by a five-year federal grant to prevent substance abuse across the lifespan. The Project Director will be responsible for the overall administration of a complex project that requires coordination among the U.S. Substance Abuse and Mental Health Services Administration, DSAMH, the Office of Prevention and Early Intervention (OPEI) within the Department of Services for Children, Youth and Their Families, the University of Delaware Center for Drug and Alcohol Studies, the SPF SIG Advisory Council, and community coalitions. The Project Director will be responsible for the direct oversight and management of all project efforts including the development of Strategic Plans in conjunction with others, staff supervision, long range planning activities and compliance with all grant requirements. Applicants must demonstrate experience and knowledge in the principles of substance abuse prevention science, community capacity building and mobilization activities, project management and inter agency coordination, and possess excellent communication skills. The successful candidate should have a Master's Degree with five years of experience in the field of substance abuse prevention, or a Bachelor's Degree with seven years experience in the field.

Essential Functions:

1. Lead the development of the SPF SIG Strategic Plans
2. Direct and oversee implementation of SPF SIG Strategic Plan goals and objectives
3. Maintain communication among all partners on status of SPF SIG timelines and outcomes
4. Provide clear direction and oversight to community coalitions
5. Lead the Delaware Advisory Council for the SPF SIG and coordinate efforts and communications of its workgroups
6. Manage project data collection systems and processes to ensure accurate reporting of performance measures and outcomes
7. Provide clear direction on the principles of substance abuse prevention science
8. Provide direction and supervision of all staff associated with the project

Knowledge, Skills & Abilities:

Knowledge of the principles, practices and theoretical concepts in substance abuse

prevention science, including Institute of Medicine (IOM) model, six prevention strategies, environmental strategies and outcomes based strategies.
Knowledge of and experience in supervisory practices.
Knowledge of state/federal laws, rules and regulations governing social service programs.
Knowledge of and experience in federal grant management.
Knowledge of methods and techniques of operating principles, budget preparation and program analysis.
Knowledge of functions and resources of community, health and related social service agencies.
Skill in applying principles and practices of social work and administration to the development of operating budgets, program evaluation criteria, organizational management, formulation of program objectives and implementation of policy and procedure.
Skill in applying substance abuse prevention strategies and initiatives.
Skill in interpreting, applying and explaining laws, rules and regulations governing social service programs and agency requirements.
Ability to establish and maintain effective working relationships with federal regulatory personnel, representatives from community, health and social organization/agencies and the public.
Ability to communicate effectively orally and in written form, address issues, prepares summaries, reports and makes presentations.
Ability to analyze situations, evaluate information and recommend course of action.

Resumes must be sent under cover of a brief letter of interest specifying days/hours of availability and proposed hourly rate. Applications will be accepted from individual applicants. Determination of qualified applicants will be based on a review of credentials and experience. Selection of applicant(s) will be made by the Division Director following interview of one or more qualified applicants. Actual service location, hours and rate of compensation is dependent on successful contract negotiation.

Resumes and letters of interest are to be submitted to:

Ms. Sandra Skelley, CPPO
Department of Health and Social Services
Division of Management Services, Procurement Branch
Herman M. Holloway Sr. Health and Social Services Campus
1901 N. Dupont Highway
Administration Building, 2nd Floor, Rm 259
New Castle, DE 19720

Deadline for submission is 11:00am on September 11, 2009. Any proposal received after the specified date and time shall not be considered. Delivery is the sole responsibility of the proposer. All questions regarding this request should be directed to Ms. Darlene Plummer at (302) 255-9430.

