

South Puget Intertribal Planning Agency

3104 SE Old Olympic Highway Shelton, WA 98584 (360) 426-3990 FAX (360) 427-8003

JOB DESCRIPTION

Project Coordinator Colon Health Program

Department: Community Services
Reports to: Community Services Manager
F.L.S.A. Classification: Non-Exempt
Range: 9/10

Position Summary: The Project Coordinator, Colon Health Program (CHP), is responsible for the overall management and coordination of a CDC (Center for Disease Control) funded grant, and miscellaneous supportive grants. The purposes of the project are to provide colorectal cancer screening services for uninsured and underinsured men and women; and to increase colorectal cancer screening among all men and women, age 50 and older (or as recommended by their provider), in the Chehalis, Cowlitz, Nisqually, Quinault, Skokomish, Squaxin Island, and Shoalwater Bay Indian Tribes. Position located at the IPC in Shelton. Supervises one .6 FTE Data Entry & Billing Specialist.

Responsibilities:

- Provide administrative and program coordination and fiscal oversight to the project in accordance with the program goals, objectives, and activities. Develop and maintain written program procedures, policies and desk manual in collaboration with SPIPA Staff.
- Work with Tribal Clinics and SPIPA Cancer Programs to identify and address methods to increase colorectal cancer screening among all men and women, age 50 and older.
- Serve as main contact for clinic coordinators to coordinate patient services. Implement plans for the provision of patient support services to facilitate access to diagnostic and treatment services.
- Coordinate and facilitate intertribal meetings to include Tribal Health Clinic-based Colon Health Program Case Managers/Patient Navigators to address operational issues pertinent to providing quality colorectal cancer screening.
- Coordinate and facilitate intertribal communications, trainings and meetings of the CHP Medical Advisory Board, Patient Navigators/Case Managers and other key partners. Identify program delivery concerns, issues and potential solutions.
- Develop and implement an outreach and public/community education plan for Colorectal Cancer in conjunction with SPIPA and Tribal Clinic staff. Oversee development, production and distribution of outreach materials and functions.
- Manage and utilize patient data and billing systems, including on line reporting.
- Perform periodic colorectal cancer screening quality improvement/quality assurance reviews with clinics. Coordinate with Cancer Program staff to collect and analyze population-based information on colorectal cancer screening and outcomes
- Monitor project budget, approve expenditures, and submit modifications and justifications per grant deliverables and SPIPA Grant/Contract Management policy. Prepare for approval required written reports and subsequent grant applications for project sustainment.
- Maintain contracts for Tribal Clinics, gastro-intestinal specialists, lab, and other support agreements to provide health-screening services to the participating tribal clinics.

- Act as a liaison among grantor staff, tribal program staff and SPIPA program and support staff.
- Attend meetings and conferences (including phone conferences and out of state travel to mandatory conferences).
- Provide oral presentation of grant accomplishments as needed
- Assist the participating tribes in developing supplemental health programs to meet their identified health services needs.

Minimum Requirements:

- Master's Degree in Public Health, Human Services or related with one (1) year professional work experience in community health or social services: **or**
- Bachelor's Degree in Public Health, Human Services or related field with at least three (3) years professional work experience in community health or social services; **or**
- Associate's level study in Health, Human Services or related field with five (5) years appropriate work experience.
- Documented experience in data management and medical billing.
- Strong computer skills with three years experience with Microsoft Office programs including Word, Access, Excel and Publisher required.
- Demonstrated ability to work cross-culturally with Native American individuals and communities.
- Knowledge of rural health issues and programs preferred.
- Excellent writing, organizational, and oral communication skills required.
- Negative results to a pre-employment drug screen test.
- The applicant must pass a background investigation, including relevant criminal history.

Physical Abilities: Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 20 pounds. Occasional travel to other SPIPA or Intertribal locations.

Salary/Fringe Benefits: Compensation for this position has a starting range of \$21.98 to \$24.98/ hour (based on 37.5 hour work week). Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

Confidentiality: This position may have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement.

Equal Opportunity: SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaskan Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-Free Workplace: SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. This position requires successful completion of a pre-employment drug test.

To Apply: Complete a SPIPA Employment Application form and send with cover letter and resume including three work related references to:

Harry Bossi; Human Resources Manager
South Puget Intertribal Planning Agency
3104 SE Old Olympic Hwy
Shelton, WA 98584
hbossi@spipa.org

SPIPA application is available on line at <http://www.spipa.org> (“services” tab) or by calling (360) 426-3990, or downloaded at: <http://www.spipa.org/jobs/SPIPAemploymentapprev0808.pdf>

Open until filled but will start screening applications December 16, 2009.

Est 10/09