

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING – July 3-16, 2012

Job Title: Project Specialist
Department: The NW Tribal Epidemiology Center
Reports To: WTD Project Director
MAD NARCH Project Director
Salary Range: \$41,520- \$ 47,748

Status: Exempt Employee
Classification: .8 FTE w/ benefits.
Location: Portland, Oregon
Duration: Through Sep. 13, 2013.
Further time dependent on future funding

Job Summary:

The Project Specialist reports directly to the Western Tribal Diabetes (WTD) Program Project Director and the Monitoring the Abuse of Drugs (MAD) NARCH Project Director. The Project Specialist is responsible for the promotion and collection of high quality health data for two projects. Primary responsibilities involve design and maintenance of databases using Microsoft Access; familiarity with the DMS package of RPMS, providing technical assistance to research assistants, tribes, diabetes programs and others for both projects, and training for both projects.

Essential Functions:

1. Responsible for functions related to Projects

- Data retrieval, analysis and management
 - Provide support for data efforts including:
 - RPMS use
 - Access Database use
 - Statistical analysis of data, including diabetes audit data and community drug abuse profiles
 - Selecting and reporting health status indications
 - TA telephone support for selected Access, RPMS, DMS, EHR and HIT questions
 - Maintain data security
 - Create queries of selected data systems

2. Reporting Functions

- Prepare a Monthly Activity Report (MAR) and provide to Project Director/Supervisor at the end of each month
- Prepare reports and grants as requested by supervisor(s)
- Assist with completion of year-end diabetes site specific and aggregate reports

3. Involvement in Meetings, Consultation, TA and Training Sessions

- Conduct various trainings and workshops including DMS Training and supporting packages at the Board, regionally and nationally as assigned
 - Refine the format of the workshop and training sessions based on participant feedback and current practice
 - Develop training applications and manuals
- Provide technical assistance to research assistants and tribal diabetes programs.
 - Oversees encrypted data exchange from Tribes to NPAIHB
 - Assists tribes with preparation of diabetes audit information

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4. Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives
- Attends Quarterly Board Meetings as requested by supervisor(s)
- Perform other duties as assigned by the Project Directors or EpiCenter Director.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Expected to exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

- Bachelors Degree in a health, statistics or public health field required
- Two years experience working in American Indian and/or Alaska Native communities
- The applicant must be familiar with or have the ability to grasp quickly the concepts of RPMS and EHR in the following critical areas: Knowledge of the Q-man, M and Fileman programming language, Perform ad hoc queries in RPMS, End user support of a variety of applications.
- Must have experience with SPSS and Stata, SAS, and R
- Advanced user of computer applications (specifically Word, Excel, PowerPoint, Access, and other Microsoft Office Suite programs) is required
- Must have the ability to make professional oral presentations and provide trainings in a variety of settings including tribal and community level, regional and national level. Experience teaching in a training classroom is beneficial.
- Must be highly organized and motivated, and be able to manage complex projects and carry out all responsibilities with minimal day-to-day supervision
- A strong and demonstrated record of good attendance
- Must demonstrate discretion, tact, knowledge and judgment and overall ability to work effectively with a variety of professionals, including the facilitation of partnerships
- Strong interpersonal skills and demonstrated ability to work well with team members face-to-face and remotely.

Typical Physical Activity:

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

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Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements: Travel to local tribal sites is frequently required. Overnight travel outside of the area is occasionally required.

Disclaimer: The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, sexual orientation, politics, membership or non-membership in an employee organization.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

Bobby Puffin
Human Resources Coordinator
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Portland, Oregon 97201

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