

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

## JOB POSTING

**Job Title:** Project Assistant  
**Reports To:** Director, Western Tribal  
Diabetes Project  
**Salary Range:** \$16.00 per hour  
**Department:** *The EpiCenter*

**Classification:** 0.8 FTE Non-Exempt w/  
Benefits  
**Funding duration through 9/30/2013**  
**Posting:** June 1 – 11, 2012  
**Location:** Portland, Oregon

### **Job Summary:**

The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center where the Western Tribal Diabetes Project (WTDP) is structured. The Project Assistant provides a broad range of support services for the Director of WTDP and for the WTDP staff.

### **Essential Functions:**

#### **1. Coordination**

- Serve as the administrative resource and focal point of all communication and coordination between the WTDP Project Director and other projects and staff within NPAIHB, all national EpiCenters, tribal, IHS and urban Indian programs as well as state, federal and local organizations.
- Coordinate and work with project staff on all deadlines for grants, proposals, reports and audits.
- Coordinate, prepare and assist project staff with planning meetings, trainings, conferences and workshops.
- Produce and develop project correspondence, forms and tracking sheets using computer software
- Maintain database tracking systems pertaining to the WTD Project activities.

#### **2. Administrative support functions**

- Responsible for preparing, initiating and tracking purchasing requests.
- Provide full administrative support to the WTDP Project Director and other project staff including travel, timesheets, document transfer, and other project related activities.

#### **3. Generation of reports and grants**

- Assist all project staff in the preparation of reports, proposals and grants with use of graphics and publishing programs.
- Maintain working copies of all WTD project grants and contract records on file.
- Prepare a Monthly Activity Report (MAR) and provide to Project Director/ Supervisor at the end of each month.

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### 4. Travel

- Responsible for making travel arrangements for the WTD Project Director and other project staff as requested *and coordinate this among* Portland Area IHS, IHS Headquarters, other local, state, and federal agencies and NPAIHB as needed.
- Make travel arrangements for outside consultants and presenters as requested.

### 5. Other Duties

- Record and transcribe minutes of project meetings.
- Prepare Contract for Services. Initiate and track.
- Serve as the contact resource for project trainings, meetings and conference.
- Develop flyers, agendas and training packet materials.
- Maintain well-organized filing system for documents and computer files.
- Maintain strict confidentiality of all sensitive information.

### **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:**

- High school diploma or equivalent.
- Two or more years experience working with tribal communities, tribal organization or other Indian organization.
- Two or more years experience in an administrative support position with progressively more responsibilities.
- Working knowledge of Microsoft Office programs including Outlook, Access, Excel, Power Point, and Word.
- Must have experience with organizing and setting up filing systems both electronic and hardcopy.

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- Must have experience with multiple phone lines and operating office equipment.
- A strong and demonstrated record for good attendance
- Proficient spelling and grammar skills.
- The ability to proofread written materials accurately.
- The ability to type 40 wpm.
- Must be highly organized and motivated, and have the ability to carry out responsibilities with minimum supervision.
- Must have demonstrated ability to communicate in a friendly, courteous, and professional manner to effectively work with tribal representatives, NPAIHB staff, and other health care related organizations, and the general public.

### **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. Occasionally involves light work: exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.

### **Physical Requirements:**

Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination to 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 hands and arms. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally. Occasionally requires stooping which entail 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:**

Local travel is infrequently required. Overnight travel outside of the area is infrequently required.

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**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](http://www.npaihb.org)**

**SEND RESUME AND APPLICATION TO:**

**Bobby Puffin**  
**Human Resources Coordinator**  
**2121 SW Broadway, Suite 300**  
**Portland, Oregon 97201**

**FAX: (503) 228-8182**

**Email: [bpuffin@npaihb.org](mailto:bpuffin@npaihb.org)**