

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB ANNOUNCEMENT

Project Director – IDEA-NW

Ending Date for Applications: January 18, 2013

Job Title: Project Director – IDEA-NW

Reports To: Director, *the EpiCenter*
(*Project P.I.*)

Starting Salary: \$50,000 - \$57,000 (DOE)

Department: NW Tribal Epidemiology
Center

Classification: Full-Time Regular Exempt
w/ benefits (1.0 FTE)

Location: Portland, Oregon

Job Summary:

The Project Director's primary responsibility is to provide and manage strategic planning, regarding objectives of the *Improving Data and Enhancing Access-Northwest (IDEA-NW)* Project. IDEA-NW is a project of the NW Tribal Epidemiology Center currently funded by the Agency for Healthcare Research and Quality (AHRQ) and the Office of Minority Health. The project's objectives are to (1) use record linkage methods to assess and improve race data quality for American Indians and Alaska Native (AI/AN) in a range of health-related data systems; (2) provide high quality, locally-useful health status data obtained through state partnerships to the NPAIHB's 43 member tribes; and (3) develop and implement trainings on epidemiology and data interpretation to increase tribal capacity to use epidemiologic data.

This position reports directly to the project Principle Investigator (P.I.) – Director of the NPAIHB EpiCenter. Under the guidance of the P.I., the project director is responsible for taking the lead in all day-to-day activities necessary to carry out the objects of the IDEA-NW Project. These include, but are not limited to, ensuring compliance with all Institutional Review Board (IRB) requirements; obtaining access to external datasets and negotiating the technical details of each linkage study; developing and maintaining data sharing agreements; statistical analysis, interpretation, and reporting; managing grant budgets, reporting, and evaluation activities; and supervising project staff.

Essential Duties:

1. Project Management Duties:

- Promote the project and seek partnerships with relevant data agencies to obtain access to public health datasets.
- Take the lead on IRB submissions, and ensure compliance with all IRB and other partnering organizations' requirements regarding data access, use, and security.
- Develop and maintain data sharing agreements.
- Work with analytic staff to negotiate the technical details of each linkage study.
- Oversee deduplication and linkage activities using the Northwest Tribal Registry.
- Advise staff on the statistical analysis and interpretation of health status data.

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- Direct the preparation of health status reports and manuscripts.
- Oversee the preparation and maintenance of technical documentation, including, but not limited to: record linkage methods, results, data dictionaries, and analysis plans.
- Ensure the appropriate dissemination and presentation of linkage study results.
- Respond to tribal data requests.
- Work closely with the P.I. and/or evaluators to carry out project evaluation plans.

2. Administrative Responsibilities

- Oversee the preparation of all required project reports.
- Maintain project files and records, including signed agreements and permission to utilize the data from the Registry and state data partners.
- Oversee budget expenditures; ensure project remains on budget and compliant with funding agencies.
- Complete all grant reporting requirements in a timely manner.
- Attend grantee conference calls and meetings.
- Write continuation and/or competing applications for funding agency as required.
- Assess hardware, software, and staff training needs.
- Submit a Monthly Activity Report (MAR) for the project to the EpiCenter Director at the end of each month.

3. Supervisory Responsibilities

- Supervise project staff, including assisting with hiring, preparing performance evaluations, reviewing work plans, and assigning and reviewing work.
- Coach employees and identify and coordinate their training and professional development needs.
- Ensure that the project and all personnel are in compliance with organizational policies, procedures, and directives, requirements of IRBs, partnering agencies, and other relevant parties.
- Meet regularly with project staff to ensure all goals and objectives are met.

4. Additional Duties

- Participate in other epidemiologic activities of the EpiCenter as requested by the Director.
- Collaborate with other NPAIHB programs to meet related goals and objectives.
- Perform other duties as assigned.

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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.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in cooperation 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:

- A Masters degree in a health-related field; Master of Public Health (MPH) preferred.
- Training in epidemiology and/or biostatistics highly preferred.
- Two to four years in a public health field; experience conducting research preferred.
- Two to four years project management or coordination experience.
- Two to four years working with tribal communities or other Indian organizations.
- Experience preparing written technical reports is required.
- Must have ability to make professional oral presentation in settings at the national, regional, and community levels, as well as in tribal settings.
- Understanding of data sets, databases, and health-related statistical analysis required.
- Some experience required with data analysis and software such as SPSS, Stata, EpiInfo, or SAS preferred.
- Knowledge of probabilistic linkage concepts preferred.
- Must demonstrate a high capability for rapidly learning new software applications, such as probabilistic linkage (e.g., Link Plus).
- Must be highly computer literate; advanced user of Microsoft Office package (Access, Excel, Word, Publisher, PowerPoint).
- Excellent oral and written communication skills.
- Must be highly organized and self-motivated, and be able to manage complex projects and carry out all responsibilities of the position with minimal daily supervision.
- Must have a strong and demonstrated record of good attendance.

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- Must show discretion, tact, knowledge, judgment, and overall ability to work effectively with federal, tribal, and other professionals, and facilitate participation and partnership in the activities of the program.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be willing to travel a moderate amount as needed for meetings and linkage activities.

Physical Demands:

Frequently involves sedentary work; exerting up to 10 pounds of force or 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 to move objects.

Physical Requirements:

Constantly requires the ability to receive detailed information through oral communication, 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 or the wrists, hands and fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing or sitting for sustained periods. Occasionally requires ascending or descending stairs or ramps using feet, legs and 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 Requirement:

A moderate to high level of travel may be required at times. This travel will be partly within the Northwest region and partly outside of the Northwest.

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Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodations 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 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
FAX: (503) 228-8182
Email: bpuffin@npaihb.org