**Job Title:** BHA Student Support Coordinator **Status:** .6 FTE to 1.0 FTE with Benefits

**Reports To:** CHAP Project Director **Classification:** Hourly

**Department:** Tribal Community Health - Policy **Funding Duration:** 10/1/2020-12/31/2022

**Starting Wage:** $19.00 to $24.00/hr. DOE **Location:** Portland, OR

Job Summary:

NPAIHB aspires to assist NW Tribes deliver health services that are high-quality and safe; that promote patient-provider team interactions that are patient-centered and culturally relevant; that develop and support an engaged, expert workforce; and that demonstrate fiscal sustainability and accountability.

The Community Health Aide Program (CHAP) Behavioral Health Aide (BHA) Student Support Coordinator is responsible for coordinating efforts to support and guide high school students and adults who aspire to the Behavioral Health Aide/ Practitioners (BHA/P) education and positions located at various Oregon Tribes. This position must demonstrate the ability to provide culturally competent services in diverse tribal settings. This position regularly supports the development of students to successfully matriculate into BHA positions by fostering a supportive and informative experience that is rich with orientation, observation, and training. This position is responsible to have knowledge and familiarity with the CHAP Certification Board Standards and Procedures as it relates to BHA/P practice, training, and certification. The successful candidate will have experience working in Native communities, excellent interpersonal skills, must be outcome-oriented, and have a mastery of Outlook, Word, and Excel. The ability to work independently in a fast paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day.

Essential Functions:

* Employee will understand and demonstrate cultural competency
* Employee will develop strong relationships within Tribal community’s leaders, elder mentor’s, knowledge holders, schools and families to help identify High School students with an interest in becoming BHA Midlevel Providers
* Employee will utilize the skills and knowledge provided by the Northwest Native American Center of Excellence, (NNACoE)
* Employee will provide primary support and guidance to High School students identified as potential BHAs for their Tribes
* Employee will articulate and demonstrate the values needed for a BHA/P to be successful
* Employee will create opportunities for the student to shadow BHAs in the workforce and education program to understand the knowledge and skills required for success
* Employee will demonstrate an understanding of the BHA Code of Ethics, professional standards, agency policies and the law
* Employee will demonstrate an understanding of professional boundaries and model appropriate personal and professional behavior
* Employee will participate in a BHA general orientation course to gain information about the program
* Employee will interface with other health services and health clinic staff to provide coordinated planning and services for students aspiring to the BHA/P profession
* Prepare a weekly report of task assignments and share during weekly team calls
* Maintain an organized Dropbox filing system (sharing/storing of documents)

Administrative Support Functions

* Work with the project director and team to prepare all required project reports.
* Participate in and/or facilitate meetings, workgroups, site visits, and conferences as required to achieve project objectives.
* Submit a Monthly Activity Report (MAR) to the project director at the end of each month.

Other Duties

* Research, and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.
* Perform other duties as assigned.

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.
* Maintain a clean, well-organized office environment.
* Participate willingly in NPAIHB activities.
* Abide by NPAIHB policies, procedures, and structure.
* Effectively plan, organize workload, and schedule time to meet workload demands.
* Exercise good 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.

Qualifications:

* 2 - 3 years’ experience working with tribal communities, tribal organizations, or other AI/AN organizations
* Working knowledge of MS Outlook, Word, Publisher, PowerPoint, Outlook calendar, and Excel
* Ability to use office equipment (copier, postage machine, and audio visual equipment)
* Associates Degree in related field of study
* Must be highly organized and motivated, and have the ability to carry out tasks with minimum supervision
* Must have demonstrated ability to communicate in a friendly, courtesy, and professional manner to effectively work with tribal representatives, staff, other health care related organizations, and the general public

External applicants must agree to serve a minimum six-month probationary period during which time their employment can be terminated at will. For the purpose of evaluating job performance, internal applicants must agree to serve a minimum six-month probationary period when job duties change significantly.

**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.

**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 outside of Portland is occasionally required. Overnight travel outside of the area is infrequently 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, disability, 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:**

**Human Resources Manager**

**Email:** **HR@npaihb.org**