**Job Title:** CHAP BHAP Project Manager

**Reports To:** CHAP Project Director

Department: Tribal Community Health - Policy

Salary Range: $65,000-75,000 DOE (1.0 FTE)Status: 0.6 to 1.0 FTE with benefits

**Classification:** Non-exempt employee

**Funding duration**: 10/1/2020-12/31/2023

##### Location: Portland, Oregon

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 Program (BHAP) Project Manager is responsible for coordinating, planning, implementing, and evaluating the behavioral health aide (BHA) education programs for the Portland Area Tribes. The project includes incorporating tribal traditional knowledge and practices plus substance abuse and misuse education and treatment into the BHA education curriculum. This position intersects and provides guidance to the NPAIHB’s existing Behavioral Health programs. This position is aligned with the health policy team which is responsible for developing policy and procedural recommendations and providing support for related program activities.

The CHAP BHAP Project Manager ensures compliance with all State, Federal, and other regulatory agency requirements to shape the community health, behavioral health and addictions education program design, and provides strategic direction for all NPAIHB projects and NW Tribes.

This position reports directly to the CHAP Project Director.

Activities must be accomplished with minimal day-to-day supervision.

Essential Functions

* Provides support to tribes developing behavioral health aide programs (BHAP)
* Provides occasional behavioral health support for ECHO Hub team and Spoke participants
* Facilitates delivery of behavioral health clinical/training content for NPAIHB CHAP
* Schedules and facilitates meetings of the BHA Advisory Workgroup
* Schedules and facilitates meetings of the BHARC
* Participates in meetings of the CHAP Board Advisory Workgroup
* Provides expert support to the Portland Area CHAP Certification Board (PACCB)
* Executes surveys and feasibility studies for improvement of BHAP
* Assists with the development of project, clinical and curriculum brochures
* Facilitates and enhances day-to-day operating relations with Tribes, education partners and other stakeholders, as appropriate to the position
* Creates and implements capacity building and quality improvement strategies based on the needs of Tribes and or stakeholders
* Assists local and national partners toward expansion and support of CHAP projects

Project Support Functions

* Organize conference calls and in-person meetings with project staff and state/federal grant agency project officers
* Work with project team on strategic planning and development and implementation
* Organize training logistics, travel planning, authorization, and budgeting
* Work with project team on tracking and reporting of project work plans and timelines
* Work with project team on evaluation activities and results reporting
* Provide support as required for completion of project activities

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.
* Attend necessary train the trainer workshops for behavioral health topics then provide the training(s) to NW Tribes upon request.
* Submit a Monthly Activity Report (MAR) to the project director at the end of each month.

Other Duties

* Maintain well-organized filing system for documents and computer files.
* 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:

Minimum Qualifications/Transferable Skills:

* Master's in Mental Health, Counseling, Psychology or Social Work; or Bachelor's with equivalent work experience
* Licensed Professional Counselor (LPC) or Licensed Mental Health Counselor (LMHC) in Oregon by the Oregon Board of Licensed Professional Counselors
* 2 - 3 years’ experience working with tribal communities, tribal organizations, or other AI/AN organizations
* At least three (3) years of professional experience in a mental health treatment setting as a clinical behavioral health provider
* Experience in Program Management, Financial Management, & Team Building
* Ability to effectively respond to crisis situations
* Knowledge of or capacity to learn about the local behavioral health treatment system and community resources
* Ability to assess and treat patients of all ages in a culturally-competent manner
* Experience working with patients with chronic diseases like chronic pain
* Professional demeanor and interpersonal communication skills
* Preferred Qualifications/Transferable Skills\*:
* Doctorate in psychology, clinical psychology, social work, or public health.
* Certification as a Certified Alcohol Drug Counselor (CADC) Level II or III

\*Transferable skills: Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

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, religion, 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**](mailto:HR@npaihb.org)