

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

## Job Posting Closing Date 3/23/18

**Job Title: CHAP Project Director**  
**Reports To: Executive Director**  
**Starting Wage: \$85,000-\$95,000**

**Status: Exempt, Salaried**  
**Classification: 1.0 FTE, Regular**  
**Location: Portland, OR**

**Job Summary:** The Community Health Aide Program (CHAP) Project Director will administer an initiative to establish the Community Health Aide Program infrastructure in the Portland Area to serve providers working in Indian health programs operated by Tribes and tribal organizations under the Indian Self-Determination and Education Assistance Act (P.L. 93-638). The CHAP Project Director will work under the supervision of the Executive Director and close collaboration with the Government Affairs/Health Policy Director and the Native Dental Therapy Initiative (NDTI) Project Director to carry out their job duties.

The CHAP Project Director must have a demonstrated record in health program development and policy leadership. The CHAP Project Director will combine program development, direct policy and advocacy responsibilities with supervision, and project management. This position will be based in Portland, Oregon. Travel will be required to visit CHAP program sites and state health agencies in Olympia, Salem, and Boise, and participation in national and regional meetings as requested. Ability to work a flexible schedule is required, with some evenings and weekend availability required. Health, dental, and retirement benefits are included. Desired start date is May 1, 2018.

### **Essential Functions:**

1. Manages grant activities and funder relationships to develop CHAP program infrastructure for Tribes in Idaho, Oregon, and Washington.
2. Meets project and financial objectives by forecasting requirements, preparing budgets, scheduling expenditures, analyzing variances, and initiating corrective action as needed in order to complete required work.
3. Oversees consultants and attorneys (and eventually staff) to carry out project work plan, meet project milestones, and manage the project.
4. Develop a work plan and timeline for CHAP implementation in the Portland Area.
5. Accomplishes project requirements by orienting, training, assigning, and scheduling project tasks in collaboration with the Executive Director, Government Affairs/Health Policy Director, NDTI Project Director and other Board personnel essential to establishing CHAP infrastructure in the Portland Area.
6. In collaboration with the Government Affairs/Health Policy Director and NDTI Project Director monitors implementation of state and federal health policies, including engagement with state agency personnel, and responds to state and federal proposals regarding establishing CHAP program and related policies.
7. Provide technical assistance to the Portland Area representatives of the IHS CHAP Tribal Advisory Group (TAG).
8. Maintains and expands partnerships and relationships with Tribal and non-tribal stakeholders, serving as an external representative of NPAIHB's health policy work.
9. Establish relationships with education institutions in the Portland Area for potential CHAP training sites

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10. Discretion, good judgment and reasoning, and ability to handle confidential information are required as this position is part of the health policymaking effort of Northwest Tribal Leaders.
11. Participation in meetings and/or presenting at conferences regionally and nationally as required.
12. Prepares written reports, white papers, presentations to member Tribes, federal and state agencies, and other oral, behavioral and medical health stakeholders. Develops written documents associated with carry out project goals and objectives.
13. Assists Government Affairs/Health Policy Director and NDTI Project Director on preparation of comments related to proposed CHAP policies.
14. Performs other duties as assigned by the Executive Director. Prepares monthly activity reports and provides to the Executive Director at the end of each month.

### **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 workstation and office environment.
- 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:**

- Bachelor's Degree or level degree or equivalent work experience in public policy or health related field required, completion of Community Health Aide Training Programs preferred.
- Five years of experience in health policy, legislation, regulations, or community health.
- Experience as a Community Health Aide Program Director desirable.
- Two to four years of experience working with tribal communities or tribal organizations.
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint).
- Excellent writing skills.
- Excellent communication skills.

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- Must be highly organized and motivated, and be able manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision.
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating 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 able to travel, as requested.

#### **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:** Local travel is regularly required. Overnight travel outside of the area (nationally and regionally) is frequently 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, 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:**

**Andra Wagner**  
**Human Resources Coordinator**  
**2121 SW Broadway, Suite 300**  
**Portland, Oregon 97201**  
**FAX: (503) 228-8182**  
**Email: [awagner@npaihb.org](mailto:awagner@npaihb.org)**