

SAVE-THE-DATE

8th Annual THRIVE Conference

June 25-29, 2018

WHO: For American Indian and Alaska Native Youth 13-19 years old

- 1 Chaperone for every 4 youth attending. **Background checks are required for all adults facilitating or attending who did not attend in 2017.
- Activities, materials, lunch and snacks Mon-Thurs. will be provided.
- Travel, parking, lodging, breakfast and dinners are not included.

WHERE: To be determined in Portland, Oregon

LODGING: Once a location is set we will circulate group rates for a local hotel.

WHY: Build protective factors and increase your skills and self-esteem, connect with other young Natives, learn about healthy behaviors (suicide prevention, healthy relationships, etc.) and how to strengthen your nation through culture, prevention, connections, and empowerment!

WHAT: This conference will be made up of FIVE (or six) workshop tracks and at registration each youth will need to rank their preference for which workshop they want to be in. Tracks may include: digital storytelling, movement, nutrition, art creation, physical activity, beats lyrics leaders (song writing and production), We Are Native youth ambassador leadership (additional application required), or a science and medical track sponsored by the Oregon Health and Science University.

NEW WORKSHOPS IN 2018!!
Registration (free) will open
the first week in April!!

#WeNeedYouthere

Contact Information:

Northwest Portland Area Indian Health Board's project THRIVE
Celena McCray, project coordinator
Ph. 503-228-4185 x 270
Email. cmccray@npaihb.org
Website. <http://www.npaihb.org/epicenter/project/thrive>



PORTLAND AREA INDIAN HEALTH SERVICE FY 2020 BUDGET FORMULATION MEETING

NOVEMBER 30, 2017 8:00 a.m.—4:00 p.m.
Location: Embassy Suites,
Portland Airport
Portland, OR

This meeting is for Tribes and Indian Health Service to come together to exchange information and determine the health priorities for the FY 2020 Portland Area Indian Health Service budget submission.

Questions? Call CAPT Ann Arnett (503) 414-5555 or e-mail ann.arnett@ihs.gov



Reference Materials can be found at: <http://www.npaihb.org/policy/#1450736824160-ab0ab871-87e2>

Our Mission... to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level.



FY 2020 IHS Budget Formulation Meeting
 Embassy Suites Portland Airport
 7900 NE 82nd Avenue, Portland, OR 97220
 Thursday, November 30, 2017
 8:00 a.m. – 4:00 p.m.



	Facilitator	CAPT Ann Arnett, Executive Officer, PAIHS
8:00 a.m. - 8:30 a.m.	Tribal Leader Invocation Welcome	TBD Dean Seyler, Director, PAIHS
8:30 a.m. - 9:45 a.m.	IHS Budget Consultation Overview <ul style="list-style-type: none"> Federal Budget Process Overview FY 2020 PAO Budget Formulation Overview 	Nichole Swanberg, Acting, FMO, PAIHS Rena Macy, Budget Analyst, PAIHS
9:45 a.m. - 10:00 a.m.	BREAK	
10:00 a.m. – 10:30 a.m.	Health Priorities <ul style="list-style-type: none"> Review FY 2019 Health Priorities Set FY 2020 Health Priorities 	Laura Platero, Government Affairs/Policy Director, NPAIHB
10:30 a.m. – 11:30 a.m.	FY 2020 Budget Priorities <ul style="list-style-type: none"> Set recommendations for IHS funded programs for Area representatives who will attend the National Budget Formulation Work Session. <i>(will inform entries for worksheet)</i> 	Andy Joseph, Chair, NPAIHB, Colville Tribal Business Council Member Laura Platero, Government Affairs/Policy Director, NPAIHB
11:30 a.m. – 12:00 p.m.	Hot Issues <ul style="list-style-type: none"> Identify emergent issues that Tribes want to highlight for budget submission <i>(Becomes Appendix A – National Recommendations)</i> 	Andy Joseph, Chair, NPAIHB, Colville Tribal Business Council Member Laura Platero, Government Affairs/Policy Director, NPAIHB
12:00 p.m.- 1:00 p.m.	LUNCH On your own	
1:00 p.m.- 2:45 p.m.	FY 2020 Budget Recommendations <ul style="list-style-type: none"> National Level Recommendations – Worksheet completion <ul style="list-style-type: none"> Planning Base - 36% increase over FY 2017 enacted. 	Andy Joseph, Chair, NPAIHB, Colville Tribal Business Council Member Laura Platero, Government Affairs/Policy Director, NPAIHB
2:45 p.m. – 3:00 p.m.	BREAK	
3:00 p.m. – 3:30 p.m.	Tribal Representatives <ul style="list-style-type: none"> Determine two (2) Tribal Representatives to serve at the National Budget Formulation Work Session. Survey <ul style="list-style-type: none"> Complete Survey. Results from Area Budget Evaluation Survey are used for the next budget cycle. Follow-up Tasks <ul style="list-style-type: none"> 12/13/2017 - Area to Submit Budget Worksheet to HQ. 1/5/2018 - Budget Narrative, Hot Issues, Area Report Slides and Representatives to HQ. 2/15 & 2/16/18 - IHS FY 2020 National Budget Formulation Work Session <i>(DC Area)</i>. 	CAPT Ann Arnett, Executive Officer, PAIHS
3:30 p.m. 4:00 p.m.	Wrap-up and adjourn	

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION POSTING – CLOSES 12/1/17

Job Title: Epidemiologist
Project: NWTEC Public Health Infrastructure
Reports To: Project Director, NWTEC Public Health Infrastructure
Department: NWTEC
Salary Range: \$58,000-\$65,000 DOE

Status: Salaried, Exempt
Classification: Full Time (1.0 FTE) w/benefits
Funding duration: September 2022, with possibility of extension
Location: Portland, Oregon
Closes:

Job Summary:

The project epidemiologist's primary responsibility is to assist the Project Director with all data management, statistical analysis, and reporting requirements for the Northwest Tribal Epidemiology Center (NWTEC) Public Health Infrastructure Project. The NWTEC Public Health Infrastructure Project is a five-year cooperative agreement with the Centers for Disease Control and Prevention (CDC) with the following aims:

- 1. Strengthen NWTEC's public health capacity and infrastructure** by expanding the collection of linkage-corrected population health data, organizing technical staff into a biostatistical core, and developing a data portal to provide Tribes with rapid access to health status data
- 2. Implement activities to improve the effectiveness of health promotion and disease prevention** by expanding training, technical assistance, and communication services, with a focus in the areas of chronic disease prevention
- 3. Engage in sustainability activities** by creating an electronic evaluation data collection tool to monitor NWTEC's progress toward project goals and objectives, increasing tribal capacity to fund and sustain health programs, and increasing collaborative partnerships between tribes, tribal organizations, state and federal agencies

This project will build upon the work of NWTEC's Improving Data and Enhancing Access – Northwest (IDEA-NW) project. This position reports directly to the Project Director of NWTEC's Biostatistical Core. Additional oversight and guidance will be provided by the Project P.I., Director of the EpiCenter. Duties include, but are not limited to: assisting in all aspects of planning and conducting record linkage studies; monitoring data quality and preparing datasets for linkage and analysis; leading the statistical analysis of data; assisting in the development of local-level health status reports, manuscripts, and presentations; developing and providing trainings to Northwest tribes on basic epidemiology concepts, data collection, and application of data for community health improvement; providing technical assistance to tribes and tribal health programs on a variety of data and public health issues. **Activities must be accomplished with minimal day-to-day supervision.**

Essential Functions

- 1. Data and Statistical Support Functions**
 - Responsible for managing project datasets and databases, including assuring data quality and security, and preparing datasets for record linkages and statistical analysis.
 - Design and conduct statistical analysis of health status data, including but not limited to: cancer, vital statistics, hospitalization, trauma, and health services utilization data.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION POSTING – CLOSES 12/1/17

- Travel to various health organizations and perform record linkages, and acquire post linkage datasets.
- Prepare and maintain technical documentation, including linkage methods, data quality reports and data dictionaries.
- Ensure that all project data are maintained with complete confidentiality in accordance with the Federal Privacy Act and any IRB specifications.
- Assist in the interpretation of statistical findings and translation of results for tribal health status reports and other publications.
- Assist in the preparation of reports, manuscripts, and presentations to disseminate project activities and results.
- Assist with development, testing, and evaluation of a data portal to disseminate aggregated health data
- Respond to data requests and provide technical assistance to Tribes and partners upon request.
- Assist in collecting and analyzing evaluation data to measure progress towards goals.
- Assist with assessing tribal data and training needs, and lead the development of trainings, tools and products to respond to tribal needs

2. Administrative Support Functions

- Ensure compliance with all human subjects requirements for confidential and/or limited data access.
- Assist in preparing and submitting IRB protocols, data sharing and confidentiality agreements, and ensuring compliance with all human subjects requirements.
- Assist the Project Director with outreach, planning, and implementation of project activities.
- Participate in meetings, workgroups, site visits, and conferences as required to achieve project objectives
- Make travel arrangements for project-related travel as requested.
- Submit a Monthly Activity Report (MAR) to the Project Director at the end of each month.

3. 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.
- Participate willingly in NPAIHB activities.
- Perform other duties as assigned.
- Work in a cooperative, professional manner with all NPAIHB employees.
- Maintain a clean, well-organized office environment.

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 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.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION POSTING – CLOSES 12/1/17

Qualifications:

- Minimum education required: Master of Public Health (MPH) Degree, with focus in epidemiology and/or biostatistics highly preferred.
- At least two years' work experience in a health or public health field, preferably as an epidemiologist or biostatistician
- Experience working with tribal communities or a tribal organization.
- Minimum 2 years work experience managing, analyzing, and/or interpreting public health data
- Must have experience in management and analysis of large and/or complex databases.
- Must have intermediate to advanced skills in statistical software such as SAS, SPSS or Stata. SAS experience strongly preferred.
- Some experience with GIS software a plus.
- Must have intermediate to advanced skills in office automation software including word processing, spreadsheet, database, and publication design (MS Office preferred; experience with Adobe InDesign a plus).
- Must demonstrate a willingness and capability to learn new software applications, including probabilistic linkage and deduplication software.
- Experience preparing written reports and documents for public dissemination preferred.
- Strong oral and written communication skills.
- Excellent organizational skills and demonstrated ability to carry out responsibilities with minimal day-to-day supervision.
- Ability to communicate in a friendly, courteous and professional manner.
- Demonstrated discretion, tact, knowledge, judgment, and overall ability to work effectively with federal, tribal, and other professionals and facilitate participation and partnerships in program activities.
- Sensitivity to cross-cultural differences, and ability to work effectively within their context.

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

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION POSTING – CLOSES 12/1/17

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

SEND RESUME AND APPLICATION TO:

**Human Resources Coordinator
2121 SW Broadway, Suite 300
Portland, Oregon 97201
FAX: (503) 228-8182
Email: HR@npaihb.org**

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION POSTING – CLOSES 12/1/17

Job Title: NWTEC Health
Communications Specialist

Project: Northwest Tribal
Epidemiology Center (NWTEC)

Reports To: Project Director, NWTEC
Public Health Infrastructure

Department: NWTEC

Salary Range: \$55,000 - \$65,000
DOE

Status: Salaried, Exempt

Classification: Full Time (1.0 FTE) w/
benefits

Funding duration: September 2022,
with possibility of extension

Location: Portland, Oregon

Closes:

Job Summary:

Under the supervision of the Project Director, the Health Communications Specialist is responsible for developing and coordinating public health messaging and communication products and strategies of the Northwest Tribal Epidemiology Center, or leading contract relationships for development of the same. This position is primarily assigned to the NWTEC Public Health Infrastructure project but will support other NPAIHB projects and initiatives. This position requires consistent and respectful communication and collaboration with project and community partners in alignment with its community-based and culturally sensitive components. The Health Communications Specialist provides technical, analytical, and specialized support to the Project and EpiCenter Director and other NPAIHB staff to support the goals and objectives of multiple projects within the organization.

Essential Functions

1. Communications and Product Development

- Lead the development of a wide range of communication products, including health education materials, data reports, web content, and promotional materials
- Consult with internal and external customers to create, develop, and implement long and short-term strategic communications plans and/or projects
- Confer with internal and external customers to determine objectives, budget, background information, and presentation approaches, styles, and techniques.
- Develop templates, layouts, and/or design guidelines to ensure consistent branding within the organization
- Provide copy editing and formatting recommendations to staff to ensure content quality is based on accepted communication principles, methods, and practices
- Assist staff in translating scientific information and data into understandable messages for tribal community members and other stakeholders
- Participate in the creation of training curricula and tools
- Assist projects in developing webpages, social media content, videos, and other online communications, and evaluate effectiveness using web and social media analytics
- Manage own budgets and projects, and work within scheduling requirements.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION DESCRIPTION

2. Administrative Support

- Assist the Project Director with the coordination and preparation of all required project reports
- Assist the Project Director with writing competitive and continuation grant applications for funding as required
- Assist with formatting, editing, and publishing the Board's quarterly newsletter
- Assist with planning, coordination, and execution of meetings, conferences, and events as assigned by the Executive and EpiCenter Directors
- Submit a Monthly Activity Report (MAR) to the Project Director at the end of each month
- Organize and maintain a record of public health messaging, art, digital content, and products for the Board

3. 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.
- Participate willingly in NPAIHB activities.
- Perform other duties as assigned.
- Work in a cooperative, professional manner with all NPAIHB employees.
- Maintain a clean, well-organized office environment.

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 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.
- Abide by NPAIHB policies, procedures, and structure.

Qualifications:

- Master's degree in fine arts, communications, public health, media, or related field. Candidates with a relevant Bachelor's degree will be considered if they have 3-5 years' work experience in positions with similar duties.
- Two or more years' experience in creative product design and communications, preferably in a public health or health care setting.
- Experience working with tribal communities or a tribal organization.
- Excellent written, verbal, active listening and interpersonal communications skills.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION DESCRIPTION

- Strong project planning, coordination, and management skills.
- Experience preparing written reports is required.
- Must have the ability to make professional oral presentations in settings at the national level, regional level and community level, as well as in tribal settings.
- Demonstrate knowledge and understanding of technical applications to perform technical work, including design concepts, various media, and applications.
- Advanced user in Microsoft Office package (Access, Excel, Word, Publisher, PowerPoint) and Adobe Creative Suite (Photoshop, InDesign, Illustrator).
- Experience in WordPress and/or other web design software.
- 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
- Able to operate a motor vehicle and have a valid State driver's license.
- Must be able to travel regionally and nationally, 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.

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Travel Requirements: Travel outside of Portland is occasionally required. Overnight travel outside of the area is infrequently required.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
POSITION DESCRIPTION

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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.

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NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date 11/10/17

Job Title: Youth Engagement Coordinator
Project: I-LEAD Youth Leadership
Reports To: Project Director
Starting Salary Range: \$45,000 - \$55,000
(DOE)

Status: Exempt, Salaried
Classification: Full-time (1.0 FTE)
Duration: Grant funded – 3 Yrs

JOB SUMMARY:

The Project Coordinator's primary responsibility will be to support the goals and objectives for the NPAIHB's new *Native Youth Initiative for Leadership, Empowerment, and Development* (I-LEAD) grant. The goal of the 3-year project is to improve resilience and life skills among AI/AN youth (14 to 24 years-old) by increasing their participation and success in leadership positions and by preparing them to join the public health workforce.

Among other tasks, this will include providing logistical coordination for all project activities, including: Monitoring I-LEAD timelines and milestones, Facilitating a national workgroup to design a year-long Youth Leadership Training Plan, Recruiting and facilitating a new NPAIHB Youth Council and virtual We R Native Youth Ambassador trainings, and triaging questions sent to We R Native's Ask Auntie service.

The project coordinator will work closely with the Project Director and other We R Native and THRIVE staff at the NPAIHB, as well as project partners at tribal sites nationwide.

The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington. This project will also seek to engage a national audience of American Indian and Alaska Native (AI/AN) teens and young adults.

ESSENTIAL FUNCTIONS:

1. Administrative Functions

- Communicate regularly with our team and ANA Project Officer. Ensure the project is in compliance with the requirements of the grant proposal and that all project goals and objectives are met.
- Monitor and implement the I-LEAD logic model, timelines, milestones, and evaluation plans.
- Convene and facilitate a national workgroup to design a year-long Youth Leadership Training Plan.
- Create and facilitate a new NPAIHB Youth Council; and work with We R Native staff to provide virtual We R Native Youth Ambassador trainings.
- Triage questions sent to We R Native's Ask Auntie service.
- Collect and analyze project data (process and impact measures) and produce quarterly project reports.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date 11/10/17

- Develop and maintain positive relationships with NW Tribes and other stakeholders to assure participation in the project.

2. Reporting Functions

- Work with the Project Director to ensure the project remains on budget and compliant with grant Cost Principles.
- Assist the Project Director with project reporting and grant applications.
- Prepare, compile, and distribute activity and progress reports to the funder, NPAIHB, and project partners.
- Maintain project files, records, and databases.
- Monitor project expenditures.

3. Involvement in Meetings, Consultation, TA and Training Sessions

- Represent the interests of the project and NPAIHB at regional and national meetings and conferences.
- Prepare I-LEAD training materials (including PowerPoint presentations, announcements, manuals, handouts, etc.) and present at youth, regional & national trainings.

4. Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives.
- Oversee submission of I-LEAD Project articles to NPAIHB's Health News and Notes Quarterly Newsletter.
- Perform other duties as assigned by the Project Director.

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.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date 11/10/17

Qualifications:

- Bachelor's degree in public health, health administration, communications, media or a related field required. Relevant Master's degree preferred.
- Two or more years of public health experience, preferably coordinating project activities.
- One or more years of experience working with tribal or other Indian organizations.
- Demonstrated knowledge, experience, or ability to carry out youth engagement activities.
- Demonstrated knowledge, experience, or ability to carry out process and impact evaluation activities.
- Demonstrated knowledge, experience, or ability to make professional oral presentations in settings at the national, regional, and community level, as well as in tribal settings, to youth and adults.
- Experience preparing written reports is required.
- Proficiency with social media and text messaging is required.
- Proficiency with computer applications (specifically Word, Excel, PowerPoint, Access, and other Microsoft Office Suite programs) is required.
- Accuracy and scrupulous attention to detail is required.
- Must have the ability to complete tasks in a timely and accurate manner.
- Must have excellent interpersonal skills.

Physical Demands:

Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push and 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

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
Job Posting Closing Date 11/10/17

subject to outside environmental conditions.

Travel Requirements:

A moderate level of travel is required. Overnight travel outside of the area is occasionally 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.

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Applications can be found online at 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

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

Please note: You are welcome to submit a resume/CV in addition to, but not in place of, this signed form.

1. Name: _____
 FIRST MIDDLE LAST

Address: _____

_____ CITY STATE ZIP

Primary Phone: _____ Alternate Phone: _____

Email Address: _____

2. Position for which you are applying: _____

3. When will you be available for work? _____

4. If the position requires travel, are you willing to travel (Check One) NO SOME OFTEN

5. Are you at least 18 years of age? NO YES

If you are under 18 years of age, can you provide proof of your eligibility to work? NO YES

6. Are you eligible for employment in the United States? (Proof of identity and eligibility is required for employment)

NO YES

7. How did you hear of this job? __referral, __ad Referred by: _____

8. Do you have any relatives who work at NPAIHB? NO YES

9. **Indian Heritage:** This information is essential if you wish consideration under the Indian Preference Act. **Verification of blood quantum, enrollment number, tribe, and reservation should accompany this application.**

 TRIBE RESERVATION

 Enrollment Number/Blood Quantum

10. Are you able to perform the essential functions listed in the job announcement you are applying for, either with or without reasonable accommodations? NO YES

If not, please describe what functions you cannot perform.

11. EDUCATION, beginning with most recent. **An attached copy of degree or certificates earned is required.**

College or University	From	To	Credits earned	Major/minor	Degree earned	Year
High School attended :					Graduated?	Year
GED completion through:					Yes/No	

Other schools or training: vocational, armed forces, trade, etc. For each give the name, location, dates attended, subjects studied, number of classroom hours, certificates or credits earned. If needed, continue on last page of application.							
Name and Location	From	To	Area of study	Credits earned	Certificate earned	Year	

12. COMPUTER and other office machine experience, training. Please name the software with which you have experience in the following areas:

TASK	Name of software	Level of expertise 0-5, (5 being master/high)
Word processing		
Spreadsheet set-up and usage		
Office E-mail system experience		
Data Management		
High-level data analysis		
Photo-text slide presentations		
Preparation of brochures, flyers		
Other (fax, copier, scanner, etc.)		

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)**13. EMPLOYMENT HISTORY**, beginning with most recent

May inquiry be made of your current employer regarding your character, qualifications, and record of employment? NO YES With advance notice to applicant
(A "no" will not affect your consideration for employment opportunities)

A.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor: Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

B.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor: Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

C.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

D.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

E.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

14. **Special qualifications and skills** (relevant publications; public speaking experience; membership in a professional or scientific society, etc.) Use additional pages if needed.

15. **HONORS, AWARDS, AND FELLOWSHIPS RECEIVED:**

16. **REFERENCES:** List 3 persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Please ensure that telephone numbers are current.

Name	Phone Number	Occupation
1.		
2.		
3.		

YOU MUST SIGN THIS APPLICATION. Read the following three parts carefully before you sign:

- A false statement on any part of this application may be grounds for not hiring me, or firing me after I begin work. I understand that any information I give may be investigated as allowed by law or Presidential order.

- In consideration of NPAIHB's review of my application for employment, I hereby authorize NPAIHB and its agents to investigate my background as it pertains to employment considerations. This may include, but is not necessarily limited to, investigation of past employers/supervisors, personal references, educational institutions, criminal records/background checks, motor vehicle records and information contained in public records. I consent to the release of information to NPAIHB, by all persons and sources of information and their agents, relative to such investigation. I hereby release all such persons and sources of information and their agents from any liability or damages on account of having furnished information to the NPAIHB, and release the NPAIHB and its agents from any liability or damages on account of having conducted the investigation.
- I certify that, to the best of my knowledge and belief, all of my statements contained in my employment application and any attached documentation are true, correct, complete and made in good faith.

SIGNATURE

DATE

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, national origin, sex, creed, age, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.

12. (a) (for continuation of description of duties, responsibilities, etc., as needed)

**Please submit your completed form to: Human Resources Coordinator
Northwest Portland Area Indian Health Board
2121 SW Broadway, Suite 300
Portland, OR 97201
Or FAX to: 503-228-8182
Or e-mail to: HR@npaihb.org**

NCCDPHP GOOD HEALTH AND WELLNESS IN INDIAN COUNTRY TRIBAL RESOURCE DIGEST

Welcome to Centers for Disease Control and Prevention’s (CDC) tribal resource digest for the week of October 30, 2017. The purpose of this digest is to help you connect with the tools and resources you may need to do valuable work in your communities.



*Left to Right: Dawn Satterfield, Leah House, Christina Iyengar, CAPT Larry Alonso
Lower Brule Sioux Tribe, SD
Photo courtesy of Christina Iyengar*

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Request for Photos

Please send any photos of GHWIC work (community gardens, events, team meetings, etc.) to Anisha Quiroz, AQUIROZ@cdc.gov with a short description of the photo.

Announcements

The Influence of Foodstore Access on Grocery Shopping and Food Spending

This reports on households that do not use their own vehicle to travel to a store and live more than half a mile from a Supplemental Nutrition Assistance Program (SNAP) authorized supermarket or superstore. Includes data on household sources of food, including stores, family and friends, the household's own production, food pantries, and other sources. Data is provided by distance, and the report notes that all households more than 10 miles from the nearest SNAP-authorized store and 55% of households 1-10 miles from a SNAP-authorized store are in rural areas. Read more [here](#).



NCCDPHP Success Stories— Success Story Made Easier

This portal does have an optional, built-in submission system where you can submit a draft, then CDC subject matter experts will review and provide feedback and suggestions. You can save your draft template to your hard-drive from the portal as well. **Additionally, if you'd like for your story to be a CDC product with a CDC logo, it will have to go through a clearance process. If you're interested, ask your project officer about setting up a training with Monica Ponder, GHWIC health communication specialist, for your tribes or community on how to use it and elements of a good success story.** Read more [here](#).

United South & Eastern Tribes presented last week on the C2 ECHO call with their creative, informative success story video created using Powtoon software. Insert community photos and your narrative and watch your story come to life in animation. **You can view USET's ACTOT Community Garden Powtoon on their YouTube channel [here](#).**

Funding Opportunities

Indian Health Service Youth Regional Treatment Center Aftercare Pilot Project

A grant for a youth regional treatment center aftercare pilot project designed to address the gap in services that occurs when youth are discharged upon successful completion of a Youth Regional Treatment Center (YRTC) program and return to their home community where necessary support systems may not exist. The goal of this pilot project is to develop promising practices between YRTCs and Tribal communities to reduce alcohol and substance use relapse by identifying transitional services that can be culturally adapted to meet the needs of AI/AN youth to increase resiliency, self-coping, and provide support systems. Read more [here](#).

Deadline: **November 12, 2017**



2017 Community Change Micro Grants Open

America Walks is excited to extend another round of community change micro grants to individuals and communities interested in improving the public sphere for walking or otherwise helping to make walking more commonplace. This program awards up to \$1,500 to fund or help to catalyze smaller-scale, low-cost projects and programs that increase the prevalence of walking, expand the diversity of people and organizations working to advance walkability, and help to make walking safer, easier, and more fun for all community members. Read more [here](#).

Deadline: **November 10, 2017**

Webinars

Great Plains Tribal Chairmen's Health Board Community Health Webinar Series

The Community Health Department will be hosting monthly webinars for tribal partners. Contact information below regarding times and dial-in information.

Marie Zephier, MPH
Program Manager, GPGHW
Great Plains Tribal Chairmen's Health Board
Marie.zephier@gptchb.org
1770 Rand Road, Rapid City, SD 57702
(P) 605.721.7373 ext. 122 (F) 605.721.2876

Date	Topic	Presenter(s)
11/8/17	LEAN Essentials	Eugene Giago, PC
12/13/17	Making PSE Changes in Tribal Communities	Shannon Udy, PSE Health Educator



#CommunityFood

Exploring Innovations in Community Food Systems Webinar Series

❖ [#CommunityFood: Return to Roots](#) ❖

November 2 at 3:30 ET

We speak with Sayrah Namaste, Director of [American Friends Service Committee](#) (AFSC-NM) New Mexico to learn how these organizations are returning to traditional cultural practices and/or reinstating traditions that use food to build community. [Learn more and register here!](#)

❖ [#CommunityFood: It Takes a Network](#) ❖

December 14 at 3:30 ET

In this webinar, the Wallace Center will share its own experience facilitating the National Good Food Network and announce the launch of a new national Food Systems Leadership Network that will support emerging and existing leaders of community-based food systems organizations. [Learn more and register here!](#)

Contact Information

National Center for Chronic Disease Prevention and Health Promotion

Office of the Medical Director
4770 Buford Highway, MS F80
Atlanta, GA 30341
(770) 488-5131

<http://www.cdc.gov/chronicdisease/index.htm>

The digest serves as your personal guide to repositories of open and free resources where you can find content to enrich your program or your professional growth. Please note that CDC does not endorse any materials or websites not directly linked from the CDC website. Links to non-Federal organizations found in this digest are provided solely as a courtesy. CDC is not responsible for the content of the individual organization web pages found at these links.

If you have comments or suggestions about this weekly update, please email Anisha Quiroz at AQUIROZ@cdc.gov with the words "TRIBAL DIGEST" in the subject line.

N C C D P H P

GOOD HEALTH AND WELLNESS IN INDIAN COUNTRY

TRIBAL RESOURCE DIGEST

Welcome to Centers for Disease Control and Prevention’s (CDC) tribal resource digest for the week of November 6, 2017. The purpose of this digest is to help you connect with the tools and resources you may need to do valuable work in your communities.



*Wozupi Tribal Gardens Tour
Second Annual Native American Nutrition Conference
Photo courtesy of Audrianna Marzette*

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Request for Photos

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Announcements

November is National Native American Heritage Month

Native American Heritage Month recognizes the histories, invaluable contributions and livelihood of American Indian and Alaska Native people in the United States. During this observance, we honor the rich diversity of American Indian and Alaska Native cultures, traditions and languages and how it intersects with health. Read more [here](#) and [here](#).



NB3FIT Week

NB3FIT WEEK is a National Week of Native Youth Health and Fitness. They call upon all tribes, communities, families, schools, organizations to host a youth health and fitness activity in your community during NB3FIT WEEK. Read more [here](#).



Youth Regional Treatment Center Aftercare Pilot Project

The purpose of the Youth Regional Treatment Center (YRTC) Aftercare Pilot Project cooperative agreement is to address the gap in services that occurs when youth are discharged upon successful completion of a YRTC treatment program and return to their home community where necessary support systems may not exist. Insufficient options for continued care at home and in the community significantly decrease the likelihood of a continued journey of wellness for youth exiting the care of an YRTC. Read more [here](#).



Health Career Connection

HCC offers a comprehensive paid summer internship program for talented, diverse undergraduate students and recent college graduates that provides them with invaluable experience, exposure, mentoring, training, and networking to pursue health careers. Read more [here](#).

Skateboard Parks 101

This course provides learners with information that will aid in understanding the culture of skateboarding and the policies centered around skateboard parks. Information about different aspects of skateboarding, park design, and statistics are provided. Read more [here](#). Register [here](#).

Funding Opportunities

Saucony Run for Good

Today's American youth are considered the most inactive in history. As a result, the rate of obesity among U.S. children and teenagers has more than tripled over the past three decades. By providing funding to community organizations that promote running and fitness programs, the Saucony Run for Good Foundation is dedicated to not only preventing but eliminating this serious health concern. Read more [here](#).



2017 Community Change Micro Grants Open

America Walks is excited to extend another round of community change micro grants to individuals and communities interested in improving the public sphere for walking or otherwise helping to make walking more commonplace. This program awards up to \$1,500 to fund or help to catalyze smaller-scale, low-cost projects and programs that increase the prevalence of walking, expand the diversity of people and organizations working to advance walkability, and help to make walking safer, easier, and more fun for all community members. Read more [here](#).

Deadline: **November 10, 2017**

Webinars

Great Plains Tribal Chairmen's Health Board Community Health Webinar Series

The Community Health Department will be hosting monthly webinars for tribal partners. Contact information below regarding times and dial-in information.

Jennifer Williams
Program Manager, GPGHW
Great Plains Tribal Chairmen's Health Board
Jennifer.Williams@gptchb.org
1770 Rand Road, Rapid City, SD 57702
(P) 605.721.1922 ext. 144 (F) 605.721.1932

Date	Topic	Presenter(s)
11/8/17	***REVISED TOP-IC*** Fruit & Veggie Prescription Program	COPE
12/13/17	***REVISED TOP-IC*** Components of a Tribal Policy Toolkit	Shannon Udy, PSE Health Educator



Tools for Tribes to Improve Crash Data

Tom Bragan of the National Highway Traffic Safety Administration and Adam Larsen of the Federal Highway Administration will discuss tools and resources available to Tribes for improving the collection and sharing of crash data.

Link: <https://connectdot.connectsolutions.com/tribaltrans/>

When: November 8, 2017—1:00pm to 2:00pm ET

Contact Information

National Center for Chronic Disease Prevention and Health Promotion

Office of the Medical Director
4770 Buford Highway, MS F80
Atlanta, GA 30341
(770) 488-5131

<http://www.cdc.gov/chronicdisease/index.htm>

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C.L. "BUTCH" OTTER – Governor
RUSSELL S. BARRON – Director

IDAHO DEPARTMENT OF HEALTH & WELFARE

MATT WIMMER - Administrator
DIVISION OF MEDICAID
Post Office Box 83720
Boise, Idaho 83720-0009
PHONE: (208) 334-5747
FAX: (208) 364-1811

November 2, 2017

Dear Tribal Representative:

In accordance with section 1902(a)(73)(A) of the Social Security Act regarding the solicitation of advice prior to the submission of any Medicaid State Plan Amendment (SPA) or waiver likely to have a direct effect on Indians, Indian Health Programs, or Urban Indian Organizations, the Idaho Department of Health and Welfare (IDHW) Division of Medicaid (Idaho Medicaid) provides notice on the following matter.

Purpose

Idaho Medicaid intends to submit a waiver amendment to the Centers for Medicare and Medicaid Services (CMS) on or before January 1, 2018 to revise the reimbursement methodology for the following services on the Aged and Disabled (A&D) waiver in order to establish new reimbursement rates: Attendant Care, Homemaker, Chore Service, Companion Services, and Respite.

Idaho Medicaid initiated a cost survey which concluded in March 2017 to obtain the necessary information to develop new service rates and, as a result, identified a need to increase reimbursement rates to Personal Assistance Agencies. In order to do so, the A&D waiver must be amended to reflect the updated methodology used to derive reimbursement rates and to reflect anticipated changes to the aggregate annual expenditures. The proposed update to the methodology includes four cost components: direct care staff costs, employment related expenditures, program related costs, and indirect general and administrative costs.

Anticipated Impact on Indians/Indian Health Program/Urban Indian Organizations

Indians receiving waiver services may be impacted by these changes. There is no anticipated impact on Indian Health Programs, or Urban Indian Organizations.

Availability for Review

Idaho Medicaid will post the draft waiver amendment on the Medicaid webpage, located at <http://healthandwelfare.idaho.gov/Medical/Medicaid/tabid/123/Default.aspx> on or before November 8, 2017.

Comments and Questions

The tribal comment period will begin Wednesday, November 8, 2017 and continue through the close of business on Friday, December 8, 2017.

If you have any questions or wish to submit comments on the proposed waiver amendment, you may email Idaho Medicaid at HCBSWaivers@dhw.idaho.gov or call Alexandra (Ali) Fernández at (208) 287-1179.

November 2, 2017

Page 2

Idaho Medicaid's proposed A&D waiver amendment will be reviewed as part of the Policy Update at the next quarterly Tribal meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'MATT WIMMER', with a long horizontal flourish extending to the right.

MATT WIMMER
Administrator
MW/af