

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
Job Posting Closing Date 3/30/18

Job Title: WEAVE Project Director
Project: WEAVE-NW
Reports To: Director, NW TEC
Salary Range: 60 - 80K DOE
Department: NW TEC

Status: Salaried, Exempt
Classification: 1.0 FTE, Regular
Funding duration: Through 9/29/2019
Location: Portland, Oregon

Job Summary:

Under the supervision of the Director of the NWTEC, The Project Director is responsible for managing the project's daily operations and activities, supervising project staff, and carrying out and performing duties related to the project's essential functions such as: financial and budgetary expenditures, budget tracking, and developing program progress reports from ongoing project period activities. The position will work closely and collaboratively with Principal Investigators to fulfill programmatic objectives. 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 goal of this initiative is to promote effective and culturally adapted policies, systems, and environmental improvements towards the prevention of heart disease, type 2 diabetes and associated risk factors, such as physical inactivity, and unhealthy diet among American Indian Tribes in the Pacific Northwest.

Essential Functions

Responsible for functions related to:

WEAVE

- Maintain contacts with partner tribes to assure project completion.
- Ensure the project is in compliance with the requirements of the cooperative agreement with funding agencies, and is on schedule to meet all goals and objectives.
- Assist Principal Investigator in coordinating project activity at the community level.
- Oversee completion of data collection, transfer and management for reporting and analysis upon request of the Tribes
- Provide weekly update to Principal Investigator, either verbally or by email, on project status and activities.
- Meet regularly with Principal Investigator and project staff to ensure all goals and objectives are met.
- Oversee the preparation of all required project reports.
- Maintain project-related files and records.
- Oversee budget expenditures; ensure project remains on budget and compliant with funding agencies.
- Prepare a Monthly Activity Report (MAR)

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Supervisory Responsibilities

- Supervise staff and interns, 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 all personnel are in compliance with organizational policies, procedures, and directives; partnering agencies, and other relevant parties.
- Meet regularly with staff to ensure that all goals and objectives are met in a timely manner.

Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives.
- Perform other duties as assigned by the EpiCenter 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.

Qualifications:

- MPH degree in a health-related field required.
- One year of experience in health promotion/disease prevention programs.
- One year experience working with tribal communities or a tribal organization.
- Experience in project coordination and project planning.
- 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.
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)

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- Excellent writing skills
- Must exhibit excellent communication skills
- 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, 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: 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,

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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:

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