

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 5/11/18

Job title: Project Coordinator
Project: Enhancing Asthma Control in Children
Reports to: Asthma Project Director
Salary Range: 40-45k
Department: NWTEC

Status: Exempt, Salaried
Classification: Full-Time, Regular
Funding Duration: 9/29/2019
Location: Portland, Oregon

Job Summary:

The Asthma Project Coordinator's primary responsibility is to: 1) oversee the implementation of the projects evaluation plan at the Yakama Indian Health Center; 2) accomplish data collection from parents of children with asthma and clinic medical records; and 3) assist tribal environmental health services with delivery of Healthy Home training to families of children with asthma.

Among other tasks, this will include providing logistical coordination for communication, sharing of resources, and development of activities between the Yakama Indian Health Center, the I.H.S. Environmental Health Services, and the OHSU Center for Healthy Communities. Activities will include site visits to the Yakama Clinic in Toppenish, WA, and in later years to other NW tribes.

The project coordinator will work closely with the Project Director and other staff members at the NPAIHB, including a PI. The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington.

Essential Functions:

- Support the Project Director and the efforts of the project.
- Assist the Yakama Nation Indian Health Center and tribal environmental health services with subject matter expertise in evidence-based/best practices in asthma management.
- Provide coordination of all health education activities of the project.
- Provide coordination of all data collection activities of the project.
- Assist Project Director with the coordination and preparation of required project reports, as needed.
- Assist Project Director with writing continuation application and competing application for the funding agencies, as required.
- Assist Project Director toward expansion and support of the project to other NW tribes.

Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives
- Perform other duties as assigned by the Executive, NWTEC Director and 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.
- Abide by NPAIHB policies, procedures, and structure.

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- 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 in Public Health or related community health emphasis.
- 2 years of experience in health promotion/disease prevention programs.
- One to two years' experience working with tribal communities or tribal organizations.
- Experience in project coordination and project planning.
- Must have the ability to make professional oral presentations in settings of parents of children with asthma.
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent writing skills
- Exhibit excellent oral 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: This position involves typical office work including light lifting, and automobile travel in the NW region, and walking.

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 subject to outside environmental conditions.

Travel Requirements: Travel outside of Portland is often required. Overnight travel outside of the area is frequently required based on activities.

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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

SEND RESUME AND APPLICATION TO:

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