
Outreach Coordinator / Project Manager

Position Details

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Please record information regarding the position such as work location, FTE, and term. The information is used, along with the other information, as a basis for HRS determination of the appropriate title, salary rate, and Fair Labor Standards Act (FLSA) exemption status.

University Title	Coordinator
Title Code	1138
Working Title	Community Health Outreach Coordinator / Tribal Liaison
Position Number	122690
College/Area	WSU Spokane
Department	WSUS IREACH
Hiring Unit	IREACH
Work Location	Seattle

This position is in a Bargaining Unit No

Bargaining Unit Work Schedule (if applicable)

Summary of Duties

Together with the Tribal Liaison, oversees and is responsible for research engagement and outreach activities for the Initiative Research and Education to Advance Community Health (IREACH) and Partnership for Native Health's (P4NH).

The incumbent exercises independence in leading P4NH's research engagement and outreach activities focused on urban and rural American

Indian and Alaska Native populations (AI/AN), locally, regionally, and nationally. The incumbent is responsible for developing and implementing a comprehensive outreach and engagement strategy that promotes the core mission of P4NH. The incumbent will provide direction to Research Coordinators, Faculty, and P4NH staff, in implementing outreach strategy, and works with tribal and urban clinics and community organizations in Washington State to determine further the intersection of community health and academic research efforts between IREACH and native communities.

This incumbent will also apply scientific knowledge to coordinate significant research projects within the Partnerships for Native Health program at the Initiative for Research and Education to Advance Community Health (IREACH). Exercises considerable day-to-day independence to develop and implement study protocols, materials, and procedures.

The incumbent will seek consultation from project Principal Investigators (PIs), faculty leads, and senior research coordination staff, but will generally be expected to exercise independent judgement in day-to-day decision-making and project oversight.

Appointment Status	Temporary
Appointment FTE%	50%
Position Term in Months	12.00
FLSA Status	Overtime Ineligible

Job Duties

Access Requirement	Financial data, Unsupervised access with developmentally disabled, vulnerable adults, or children under the age of 16
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Access Requirement	Research study data, database systems, data networks
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Other Access Requirements

Job Duties *A minimum of 1 entry is required.	Yes 45%
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Essential Duty	Community Health Outreach
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Percent of Time Job Function	Implements and advises faculty and research coordinators in regard to P4NH outreach activities directed to AI/AN communities, tribes, and Native organizations.
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Duties Performed	Leads Partnership for Native Health's research engagement and outreach activities focused on American Indian and Alaska Native populations (AI/AN), locally, regionally, and nationally. Develops and implements a comprehensive outreach and engagement strategy that promotes the core mission of P4NH, including managing
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coordination of outreach events, collaborating with the Communications Manager on the development of community outreach materials and generation of web content for outreach, and dissemination of research results.

Provides direction to Research Coordinators, Faculty, and P4NH staff, in implementing outreach strategy, including leading P4NH guest speaker series and working with tribal and urban clinics in Washington State to determine further the intersection of community health and academic research efforts between IREACH and native communities.

Essential Duty

Yes

Percent of Time

40%

Job Function

Project and Research Management

Duties Performed

Develops, coordinates and monitors the day-to-day implementation of all study procedures for recruitment, study intervention and data collection on research studies related to Alzheimer's disease and related dementia, including tracking progress to ensure study progress along established timelines and implementation of research protocol.

Provides oversight and supervision over study procedures for recruitment, data collection and study intervention reports, and provides updates to PIs and supervisor. Troubleshoots problems as they arise and address protocol deviation with IRB coordinator and PI.

Creates study-specific compliance applications, amendments, renewals, informed consent documents and study protocols, and directs staff and PI compliance with policy and procedure concerning human subjects.

Reviews and assesses study data and utilizes study data to prepare presentations for regional and national meetings.

Collaborates in the development of the project manual of operations. Creates study-specific compliance applications, amendments, renewals, informed consent documents and study protocols, and directs staff and PI compliance with policy and procedure concerning human subjects.

Exercises independent judgment to address questions, concerns, and complaints from faculty, staff, community partners, and the public that are escalated from the Research Study Coordinator(s).

Writes manuscripts for publication and presentation summarizing study findings. Collaborates with others, as needed, when writing and developing manuscripts.

Manages informed consent process. Ensures all study participants are informed of the study, procedures, and confidentiality. Provides informed consent policies to study participants.

Works closely with co-investigators to appropriately manage participant problems and concerns. Takes initiative to resolve participant problems and addresses concerns.

Essential Duty

Yes

Percent of Time

10%

Job Function

Study Budget and Grant Management

Duties Performed

Duties Performed In collaboration with the Finance/Budget Manager oversees the project budget and related grant budgets.

Addresses issues concerning budgets and subcontracts as they arise, collaborating with fiscal staff to review reconciliations of study budgets as money is allocated and spent.

Writes, edits, and oversees preparing progress reports to funders and proposals, as needed.

Coordinates reimbursement for study participation and billing procedures related to study visits.

Prepares documents for granting agencies and renewal, interpreting data and guiding future research.

Essential Duty No

Percent of Time 5%

Job Function Other

Duties Performed Other duties as assigned.

Does this position LEAD the work of others? Yes

Type of employees led Staff, Student/Hourly

Does the combined FTE of all positions led equal at least 100%? Yes

Does this position SUPERVISE the work of others? No

Does this position supervise one or more full time equivalent (FTE) positions?

Type of employees supervised

Position Qualifications

Required Qualifications A Bachelor's degree in a field relevant to area of specialization and three (3) years of experience directly related to the specialty area. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Additional Requirements

Bachelor's degree in Native American Studies, Anthropology, Sociology, Tribal Planning, or related area.

Three years of experience working with American Indian and/or Alaska Native communities.

Demonstrated knowledge of AI/AN cultures, laws, and regulations.

Demonstrated experience using proactive problem solving skills, ability to work independently, and ability to take appropriate autonomous initiative to carry out study related functions.

Demonstrated experience utilizing outstanding interpersonal, verbal and written communication skills, as well as, outstanding organizational skills.

Proficient in the Microsoft Office suite of products.

Demonstrable experience developing, managing, or maintaining research databases using Access.

Must be willing to work evenings and weekends on occasion to meet the needs of the project, including scheduling participant visits and contacts, as well as meeting project deadlines.

Occasional travel for site visits is required.

Will need to have a valid driver's license by the time of hire.

Preferred Qualifications

Master's degree in Public Health or related field.

Experience working in a health research setting.

Experience using Microsoft SharePoint for collaboration.

Essential Work Competencies

Essential Work Competencies

The essential work competencies are the knowledge, skills, abilities, mental requirements, physical requirements, and working conditions related to the duties and responsibilities identified as essential functions of the position.

Knowledge, Skills, Abilities or Competencies

Knowledge of state, federal, tribal, and local laws, policies, procedures, principles, and practices regarding tribal communities.

Firm understanding of research methods, protocols, procedures, techniques, and equipment within specified area of specialty.

Ability to independently design and implement standard research protocol within area of specialty. Knowledge and understanding of scientific method.

Ability to analyze and evaluate empirical data and develop graphic and/or written interpretations and conclusions.

Ability to provide operational guidance and leadership to students/temporary hourly in area of specialty.

Ability to communicate effectively, both orally and in writing.

Pays great attention to detail, and is driven to complete work assignments.

Shows outstanding ethics, confidentiality and safety in dealing with research volunteers, other members of the research team, and scientific data.

Has excellent social, communication and phone skills to work with research volunteers and other members of the research team.

Has aptitude for academic rigor, experimental method, and scientific writing.

Carefully keeps laboratory notes, documents findings, and files records.

Actively participates as a member of the research team.

Uses effective techniques for communicating and asking questions whenever needed.

Demonstrates an ongoing commitment to learning and self-improvement, and a desire to obtain a terminal degree or significant position in a related field.

Knowledge of technical requirements for collection and sampling.

Ability to balance multiple and competing priorities.

Ability to foster an environment which values open communication and teamwork.

Ability to maintain poise under all circumstances and effectively interact with people in a positive manner.

Commitment to Diversity – an appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.

Mental Requirements

Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives.

Ability to interact effectively with people in a positive manner that engenders confidence and trust.

Ability to simultaneously address multiple complex problems.

Ability to work and sustain attention with distractions and/or interruptions.

Ability to deal with people under adverse circumstances.

Ability to work as an integral part of a team.

Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual regard.

Effectively identifies, collects, organizes, and documents data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.

Uses intelligence, common sense, hard work and tenacity to solve particularly difficult or complicated challenges.

Physical Requirements

Indicate the physical demands of the position. The requirements selected must be related to the duties and responsibilities identified as essential functions.

Occasionally = occurs less than 33% of hours worked

Frequently = occurs 33% - 66% of hours worked

Continuous = occurs more than 66% of hours worked

Specify the amount the position will be required to LIFT/CARRY frequently Up to 20 lbs

Specify the amount the position will be required to PULL/PUSH frequently Up to 20 lbs

Bend Occas.

Twist Occas.

Squat Occas.

Climb Occas.

Kneel/Crawl Occas.

Reach/Reach Overhead Occas.

Finger Dexterity/Fine Manipulation Contin.

Sit Contin.

Drive Occas.

List any unique work conditions this position will encounter Exposed to diverse customer base of faculty, staff, and community members.

Work is typically conducted in an office setting.

Travel for site visits is required.

Performance Expectations

Performance Expectations

Quality of Work

Quantity of Work

Job Knowledge

Working Relationships

Other Factors (OPTIONAL)