

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 9/17/2021

**Job Title: Oregon Tribal Public Health
Improvement Project Coordinator**
**Reports To: Public Health Improvement &
Training Project Director**
Starting Wage: \$50,000 - \$60,000, DOE

Status: Exempt, Salaried
Classification: 1.0 FTE, Regular
**Location: Portland, OR; telework
available from Oregon**

Job Summary:

The Oregon Tribal Public Health Improvement Project Coordinator's primary responsibility is to assist the Oregon Tribes and NARA-NW, Inc. in developing and implementing tribal public health modernization action plans that are specific to each of the participants. This position is currently funded by a contract with the State of Oregon/Oregon Health Authority Public Health Division that will be renewed through 2023. The project aims to assist Oregon tribes and NARA with activities related to tribal public health modernization, as detailed in the essential functions below.

This position reports directly to the Public Health Improvement & Training (PHIT) Project Director, and is housed within the Northwest Tribal Epidemiology Center (NWTEC or the EpiCenter) located at the Northwest Portland Area Indian Health Board (NPAIHB). Additional oversight and guidance will be provided by the Oregon Tribal Public Health Improvement Manager and the Director of the NWTEC. Duties include, but are not limited to: providing training and technical assistance to Oregon Tribes and NARA, conducting assessments to enhance planning for public health strengthening activities, analyzing and disseminating assessment data, working in collaboration with tribes to translate data and priorities into action plans, and providing support for program planning and implementation. Activities must be accomplished with minimal day-to-day supervision. This position is based at NPAIHB's office in Portland, OR. Candidates based in Oregon but outside of commuting distance to the Portland Metro Area will be considered for remote telework.

Essential Functions:

1. Develop professional relationships with tribal and urban partners that are built on trust, reliability, and cultural respect.
2. Support a monthly virtual Community of Practice (CoP) for Public Health Modernization with didactic content, discussion, and peer-to-peer learning
 - a. Coordinate bi-weekly meetings and correspondence with each of the participating tribes, UIHP, and state partners.
3. Support Oregon tribal and urban health programs in completing periodic Public Health Capacity & Expertise Assessments, using the tool provided by the State of Oregon
 - a. Develop periodic reports of assets and needs for public health modernization for each participating tribe/organization.

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- i. Collect assessment responses from health program staff or designees at the participating tribes/UIHP
 - ii. Analyze assessment results and validate data with responders
 - iii. Prepare and present final reports to tribes/UIHP
 - iv. Prepare a summary report for presentation to the Oregon Health Authority with the approval of participating tribes/UIHP.
4. Assist tribes/UIHP in developing and updating specific strategic action plans for public health modernization
5. Provide technical assistance and training opportunities to tribes/UIHP to support public health modernization activities
6. Coordinate project activities in collaboration with Project Manager and communicate directly with tribal/UIHP staff
7. Participate in state and tribal partner committees related to public health modernization as requested
8. Perform other duties as assigned by the PHIT Project Director or the Director of the NWTEC

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 level degree in Public Health, Community Health, or a closely aligned field preferred. Equivalent experience will be considered in lieu of a Bachelor's degree.
- At least two years of experience in collecting, analyzing, and interpreting quantitative and/or qualitative data or other assessment/evaluation information

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- One to two years of experience working with communities to develop and implement public health improvement plans or other community development projects
- One to two years of experience in project coordination with proven project leadership and success
- Two to four years of experience working with tribal communities, tribal organizations, other Indian organizations, or other community-based organizations. Experience with NW tribes, and specifically with Oregon Tribes, preferred.
- Advanced user in Microsoft Office package (Outlook, Excel, Word, PowerPoint, Teams)
- Excellent written and 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
- Must be able to travel as requested

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.

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Travel Requirements: Travel will be required to multiple meetings, primarily in the state of Oregon, but occasionally to other locations within the Northwest or nationally. Due to COVID-19, travel is restricted and NPAIHB staff are teleworking until further notice from the NPAIHB Executive Director and pursuant to national and local public health directives.

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, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at www.npaihb.org/careers

SEND RESUME AND APPLICATION TO:

Human Resources Manager

Email: HR@npaihb.org