

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 11/8/21

Job Title: Community Health Aide
Program (CHAP) Project Manager
Reports to: CHAP Project Director
Starting Wage: \$55,000-\$70,000 DOE

Status: Non-Exempt, Hourly
Classification: 1.0 FTE, Regular
Location: Remotely from OR, WA or ID

Job Summary:

The Northwest Portland Area Indian Health Board oversees the Tribal Community Health Provider Project (Native Dental Therapy Initiative (NDTI) and Community Health Aide Program (CHAP) projects). The Project Manager will support the CHAP project to carry out the coordination for programming, services, technical assistance and outreach.

The CHAP is an initiative to establish community health aide program infrastructure in the Portland Area to serve providers working in Indian health programs operated by tribes and tribal organizations under the Indian Self-Determination and Education Assistance Act (PL 93-638).

Under the supervision of the CHAP Project Director, the CHAP Project Manager's primary responsibilities are to provide coordination and support for the CHAP project and will collaborate with states, tribes, and other organizations on project related activities. The Manager will provide specialized support and technical assistance to several of the 43 Northwest Tribes that currently employ health aides or health aide students. Additionally, the Manager will support and assist with overall goals and objectives of its advisory committee's and workgroup members, and project tribal sites. Must be courteous, personable, self-motivated, and have the ability to manage multiple tasks and meet deadlines with minimum supervision.

Duties include but are not limited to: outreach to clinical supervisors and health directors to organize technical assistance requests, organizing conference calls, webinars, and in-person meetings along with assisting with communication, education, data collection and orientation of the latest project developments. The Manager will support the tribal engagement and relationship building needed to launch CHAP and ensure all technical assistance, process improvements and clinical infrastructure needs are met for Tribes supporting health aides. The Manager will be responsible for developing, organizing and tracking all health aide-specific process improvements, performance management and resource materials designed for Tribal clinics. The Manager will work closely with the program TCHPP Project Specialist and CHAP Project Director to ensure all program tasks are completed.

Essential Functions:

Coordination

- Support CHAP/BHA advisory workgroups and its executive teams, and its project staff and consultants/partners
- Support all health aide/tribal project sites with technical assistance needs;
- Participate and play a key role in project planning activities;

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- Participate in site visits to Tribes with health aides at least one to three times in two years;
- Create and maintain electronic (Dropbox) and hard copy filing systems;
- Serve as contact for communication between tribal sites, and
- Provide back-up when the project specialist is unable to process invoices, create purchase orders, and create contracts (as needed).

Research Support

- Work with tribal sites prior to data collection, to inform of the process and tools used to conduct assessments;
- In collaboration with the health aide sites perform quantitative and qualitative data collection tasks which may include: in-person and phone interviews, and consolidate information; and
- Assist with funding opportunities that align with current deliverables.

Outreach and Education

- Prepare and distribute educational materials (tribal site resource binders, templates to assist with clinical infrastructure needs, fact sheets, newsletters, PowerPoint presentations) for a wide variety of audiences;
- Provide support, guidance, and assist tribal site staff with outreach and education to members and greater community;
- Participate in the development of continuing education for regional health aides;
- Foster relationships with Tribal and non-tribal local, state, and national CHAP stakeholders; and
- Participate in national learning collaborative about CHAP.

Other Duties

- Participate in meetings, workgroups, site visits, and conferences as required to achieve project objectives.
- Collaborate with other NPAIHB programs and other IHS service areas to meet related goals and objectives.

Qualifications:

- Bachelor's degree in Health Studies, Public Health, Healthcare Management, Behavioral Health, Social Work or a specialized degree in healthcare such as Nursing, Dental Hygiene, Dietary, etc. preferred (Associate's degree may be considered in specialized healthcare field)
- Three or more years of experience working within a Tribal health clinic, preferably in the areas of providing direct patient care, performance management or quality improvement. Experience with NW tribes preferred.
- Must understand process improvement, process mapping and other quality improvement tools and initiatives for implementation.
- Must have a general understanding of Tribal clinic infrastructure ranging from the business office to coding/billing to direct patient care.
- Must be highly organized and motivated and carry out responsibilities with minimum supervision.
- Experience with public speaking.

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- Experience in multiple project coordinating and planning multiple events simultaneously.
- Experience with community partners who serve their communities.
- Outreach ability with the desire to learn more and grow within the projects.
- Ability to move ideas from conception to completion through mindful execution of detailed logistics.
- Understand the impact of how these initiatives will affect communities and how it will enhance the current navigation of services to its communities.
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and a strong sense of urgency.
- Working knowledge of Microsoft Word, Excel, Access and Outlook, and PowerPoint.
- 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 programs.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be able to travel frequently.

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.

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

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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: in-state and national travel. Due to COVID-19, NPAIHB staff are teleworking and travel is restricted until further notice from 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, 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

SEND RESUME AND APPLICATION TO:

Human Resources Manager

Email: HR@npaihb.org