

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 11/26/22

Job Title: Healthy Native Youth
Outreach Specialist

Status: Exempt, Salaried

Reports To: Michelle Singer, HNY Manager

Classification: 1.0 FTE, Regular

Starting Wage: \$40,000-\$45,000/year
DOE

Location: Portland, OR

Job Summary:

The Healthy Native Youth Outreach Specialist will support the goals and objectives for two NPAIHB grants, which promote the utilization of the www.HealthyNativeYouth.org website by tribal health educators. The Outreach Specialist will work closely with the Project Manager and other We R Native staff at the NPAIHB, as well as project partners at tribal and University sites nationwide. The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington. This project will also seek to engage a national audience of health educators and parents of American Indian and Alaska Native (AI/AN) youth.

ESSENTIAL FUNCTIONS:

1. Administrative Functions

- Lead outreach efforts for the www.HealthyNativeYouth.org website.
- Work with NPAIHB and TEC staff nationwide to disseminate HNY curricula, resources, and tools through appropriate communication channels (print, text message, social, videos, podcasts, radio, eNewsletter, etc.)
- Manage and maintain Healthy Native Youth's social media channels.
- Communicate with multisite research teams to ensure we are (collectively) meeting project goals and objectives.
- Work with Healthy Native Youth staff and network partners to build and support the formation of a national Healthy Native Youth Network.
- Develop and maintain positive relationships with tribal and urban contacts to assure participation in the project.

2. Involvement in Meetings, Consultation, TA and Training Sessions

- Represent the interests of the project and NPAIHB at regional and national meetings and conferences.
- Prepare Healthy Native Youth outreach materials (including PowerPoint presentations, announcements, manuals, handouts, etc.).

3. Reporting Functions

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- Prepare, compile, and distribute activity and progress reports to the funder, NPAIHB, and project partners.
- Maintain project files, records, and databases.
- Monitor project expenditures.
- Submit electronic Activity Reports online or to the Project Director

4. Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives.
- Oversee submission of HNY project articles to NPAIHB's Health News and Notes Quarterly Newsletter.
- Perform other duties as assigned by the Project Manager.

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, health administration, communications, media or a related field required.
- One or more years of experience working with tribal or other Indian organizations. Experience with NW tribes preferred.
- Demonstrated knowledge, experience, or ability to oversee the dissemination of sexual health curricula.
- Demonstrated knowledge, experience, or ability to promote content on the www.HealthyNativeYouth.org website.
- Proficiency with social media and text messaging is required.

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- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent writing skills
- 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
- 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: Due to COVID-19, NPAIHB staff are teleworking 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

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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, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, honorably discharged 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: hr@npaihb.org