

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: DECEMBER 2, 2022

Job Title:	LGBTQ 2 Spirit Training & Community Engagement Specialist	Status: Exempt, Salary Classification: Full-time (1.0 FTE), Regular
Projects:	Clinical Programs – Paths (Re)Membered Project	Duration: FY 2025 (grant dependent) Salary: \$45,000 – \$60,000 DOE
Reports To:	Project Director, Paths (Re)Membered	Location: Portland, OR

Job Summary: The Paths (Re)Membered Training & Community Engagement Specialist's primary responsibility is to support the Northwest Portland Area Indian Health Board's efforts to assist the 43 tribes of WA, OR, and ID in training, technical assistance, and support toward the creation of 2SLGBTQ+ affirming environments and the implementation of gender-affirming care. This includes the development and launch of a robust training community and clinical training curriculum supplemented by materials, marketing, and education. The position will be responsible for planning and implementing communication strategies that incorporate web, video, text messaging service (using mobile commons), podcasts, blog posts, and social media channels, and tracking analytics on their usage and reach. This position requires management of reciprocal relationships and partnerships with tribal, IHS, and community stakeholders in 2SLGBTQ+ health and wellness.

The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington. The project also targets a national audience of American Indian and Alaska Native (AI/AN) teens and young adults, and adults who work with Native youth.

Essential Functions:

Responsible for functions related to Project:

- Communicate regularly with internal and external team members to ensure we are (collectively) meeting project goals and objectives
- Develop health promotion and education materials for AI/AN persons who identify as LGBTQ 2 Spirit
- Monitor and implement project logic models, timelines, activities, milestones, and evaluation plans for the training curriculum
- Coordinate LGBTQ 2 Spirit ECHO
- Communicate regularly with engaged tribal partners toward meeting their site-level needs and goals, and fostering a meaningful relationship toward meeting NPAIHB priorities
- Oversee the LGBTQ 2 Spirit sections of the npaihb.org and IndianCountryECHO.org websites
- Oversee the management of a text messaging service and its affiliated health promotion SMS campaigns
- Track campaign analytics on their usage and reach
- Maintain project files, records, contracts, and databases

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: DECEMBER 2, 2022

- Work with the Project Director to ensure the project remains on budget and compliant with grant Cost Principles

Reporting functions:

- Provide written and oral communication to NPAIHB colleagues and funding agencies, including monthly and annual activity reports
- Provide written and oral communication for promotional and marketing materials
- Submit a Monthly Activity Report (MAR) to the Project Director at the end of each month

Meetings and Networking:

- Participate in team planning meetings
- Establish and strengthen relationships with Tribal partners, especially clinics, toward meeting their needs and goals related to 2SLGBTQ+ affirming environments
- Promote collaboration and information sharing between the 43 tribes in Washington, Oregon, and Idaho and Indian Country
- Distribute multimedia strategies to other program stakeholders.
- Participate in regional and national meetings and conferences

Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives
- Perform other duties as assigned

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
- 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:

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: DECEMBER 2, 2022

- Bachelors level degree required
- 1 year of experience in health promotion/disease prevention programs
- 1-2 years of experience working with tribal communities or tribal organizations. Experience with NW tribes preferred.
- 1-2 years of experience working with the 2SLGBTQ+ community
- Experience in project coordination and project planning
- Experience in health education and marketing, preferable in AI/AN communities and for LGBTQ 2 Spirit persons
- Experience preparing written reports is required
- Must have the ability to make professional oral presentations in settings at the national level, regional level and community level, as well as in tribal settings
- 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

Applicants must agree to serve a minimum six-month probationary period during which period their employment can be terminated at will.

Physical Requirements:

Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination to 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 hands and arms. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally. Occasionally requires stooping which entail the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Physical Activity:

The position frequently involves sedentary work. The position frequently involves exerting up to 10 pounds of force to lift, carry, push, pull or otherwise move objects. Occasionally involves light work, exerting up to 20 pounds of force to move objects, including the human body.

Typical Environmental Conditions:

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
JOB POSTING CLOSING DATE: DECEMBER 2, 2022

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and occasionally is subject to outside environmental conditions.

Travel Requirements:

Travel is required. Overnight travel outside the area will be required.

Disclaimer:

The individual must perform the essential duties and responsibilities of the position efficiently and accurately, with or without reasonable accommodation, 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

SEND RESUME AND APPLICATION TO:

Email: HR@npaihb.org