

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date 8/22/21

Job Title: NDTI Project Coordinator
Reports To: NDTI Project Director
Starting Wage: 50,000-60,000
Status: Exempt, Salaried

Classification: 1 FTE, Regular
Location: Portland, OR with option to tele-work from OR, WA, or ID

Job Summary:

The Native Dental Therapy Initiative (NDTI) works with Portland Area Tribes to increase access to oral health care through training and employment of Dental Health Aide Therapists (DHATs). The NDTI Project Coordinator will work in collaboration with the NDTI Project Director, NDTI Project Manager, and entire Tribal Community Health Provider (TCHP) Project team. The successful candidate will have experience working in Native communities, excellent interpersonal skills, highly organized, and have a mastery of Microsoft Office programs. The ability to work independently in a fast paced environment with strong attention to detail is essential. Some in-state and national travel may be required.

Essential Functions:

NDTI Project Coordination

- Serves as primary contact for communication between projects, tribal sites, and partners;
- Plan and facilitate meetings with project partners and committees;
- Plan and participate in project activities, including the NDTI annual meeting;
- Participate in meetings, workgroups, and conferences as required to achieve project objectives;
- Create and maintain electronic (Dropbox) and hard copy filing systems in a highly organized fashion;
- Create vendor contracts and related documents, process payments accurately and in a timely manner (in accordance with finance department);
- Manage existing contracts to ensure deliverables are being met;
- Assists Project Director and Project Manager to prepare written reports and presentations.

Outreach and Education

- Help prepare and distribute educational materials (fact sheets, newsletters, PowerPoint presentations) for a wide variety of audiences.
- In collaboration with the NDTI team, support the development and administration of social media communication strategies.

Administrative Support

- Administrative support to the NDTI Project Director on project related activities
- Assists Project Director in managing NDTI grant timelines and activities
- Contribute to the electronic Monthly Activity Report (eMAR)

Other

- Assists Project Director in managing NDTI grant timelines and activities.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date 8/22/21

- Performs other duties as assigned by the Project Director.
- Collaborate with other NPAIHB programs to meet related goals and objectives.

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:

- Two or more years of experience working with tribal communities or tribal organizations.
- Strong administrative and organizational skills
- Strong communication skills, both verbal and written
- Strong computer skills, proficient in Microsoft Office suite
- 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

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

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date 8/22/21

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: Some in state and national travel. 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 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, 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