

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 11/21/21

Job Title: Cancer Project Manager
Reports To: Director, NTCCP
Department: TEC
Salary Range: 58,000-65,000 DOE
Classification: Full-time with benefits

Funding Duration: June, 2022
(with expectation of 5 year continuation)
Location: Portland, Oregon
Posting Closing Date: 11/21/21

Job Summary: The Cancer Project Manager reports to the director of the Northwest Tribal Cancer Control Project (NTCCP) and is responsible for managing and implementing the NTCCP workplan and assisting NPAIHB member tribes with cancer control activities. The Cancer Project Manager works closely with all project personnel and tribal representatives to develop and implement tribal cancer action plans.

Essential Functions:

1. Project Management

- Acts as lead in developing and implementing NTCCP workplan activities.
- Build, outreach, and maintain relationships among Northwest Tribes, Tribal cancer coalition and relevant stakeholders to address cancer prevention/incidence in Northwest Tribal communities
- Leads efforts to engage partners (such as Knight Cancer Institute, Fred Hutchinson Cancer Center, American Cancer Society, etc.)
- Coordinate the Clinician's Cancer Update to build cancer control capacity in tribal healthcare providers
- Coordinate the Northwest Tribal Cancer Coalition meetings, trainings, and Continuing Medical Education process to build cancer control capacity in member tribes
- Facilitate collaboration between tribes and cancer centers, organizations and agencies for cancer resources for, prevention, treatment, screening guidelines, and cancer survivorship
- Responsible for coordinating overlapping project activities with allied programs. Responsible for aligning, tracking and monitoring shared project goals to support sustainability
- Update all cancer data on a regular basis; in addition to project materials and resources
- Pursue, Supervise and oversee special projects related to Cancer in Indian County
- Responsible for social media posts and updates.
- Responsible for updating website page.

2. Reporting Functions

- Assist Project Director with the preparation and distribution of all project reports
- Assist Project Director with compiling, preparing and distributing continuation and competitive grant applications
- Support development and maintenance of project budgets

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- Obtain and assemble progress reports from participating tribes regarding outcomes of tribal action plans
 - Prepare a Monthly Activity Report (MAR) and provide to Project Director/Supervisor at the end of each month
 - Input all project activity into Electronic MARS system
 - Input project reports; update to required CDC web applications (i.e. AMP system)
 - Develop and disseminate monthly communication e-newsletters to tribal cancer coalition and partners
3. Technical Assistance and Training Support
- Provide technical assistance to tribes in developing action plans to implement the 20-year plan
 - Assist member tribes to implement and evaluate their action plans
 - Provide staff support to the tribes in addressing the needs of cancer survivors and their family caregivers
 - Promote cancer resources and events among NTCCP constituents through email, fax, or mail and NTCCP's webpage and Northwest Tribal Cancer Resource Guide
 - Update cancer data fact sheets and chronic disease trends
4. Supervisory Responsibilities
- Supervise project staff, including assisting with hiring, completing performance reviews, reviewing work plans, and assigning and reviewing work.
 - Coach employees and identify and coordinate their training and professional development needs.
 - Ensure that the project and all personnel are in compliance with organizational policies, procedures, and directives; requirements of IRBs, partnering agencies, and other relevant parties.
 - Meet regularly with project staff to ensure all goals and objectives are met.
5. Other Duties
- Collaborate with other NPAIHB programs to meet related goals and objectives, and facilitate program sustainability
 - Collaborate with NARCH Cancer project, WEAVE, WTDP and Oregon Health Authority contract on partnership projects
 - 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 workstation and office environment.

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- 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:

- Masters or Bachelors level degree in a health-related field required.
- Personal and/or professional knowledge and experience of cancer survivorship, alternatively, personal and/or professional knowledge and experience of providing care for someone who has been diagnosed with cancer.
- Five years of experience in program planning and implementation.
- Two to four years of experience working with tribal communities or tribal organizations. Experience with NW tribes preferred.
- Knowledge of cancer organizations (local, state-wide, regional, and national) available to serve NPAIHB tribes.
- Ability to manage multiple tasks in an organized and timely manner.
- 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,

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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 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