

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**Job Posting Closing Date: 12/19/21**

**Job Title: Institutional Environmental  
Health Program Manager**

**Reports To: Environmental Public Health  
Program Director**

**Starting Wage Range: \$85,000 –  
95,000**

**Status: Exempt, Salaried**

**Classification: 1.0 FTE, Regular**

**Location: Portland, OR**

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## **Job Summary:**

The Institutional Environmental Health Program Manager's primary responsibility is to plan, develop, and implement a comprehensive institutional environmental health program for the tribes of the Portland Area. This position focuses on and requires specialized knowledge on clinical environmental health and safety, infection control, and general occupational health and safety. This position is currently funded by an annual contract with Indian Health Service. The project aims to optimize environmental public health among the Northwest Tribes.

This position reports directly to the **Director of Environmental Public Health** at the Northwest Portland Area Indian Health Board (NPAIHB). Activities must be accomplished with minimal day-to-day supervision. Duties include, but are not limited to:

## **Essential Functions:**

1. Development of comprehensive, Clinic Environmental Health Programs – Assist the tribes, upon request, in planning, implementing, and evaluating comprehensive environmental infection control and safety programs.
  - a. Programs and plans will be based on current AAAHC Standards, CMS conditions of participation, CDC Infection Control Guidelines, OSHA regulations and other health care guidelines.
  - b. Specialist will conduct and participate in “mock” surveys and formal surveys as requested by tribes.
2. Accreditation Support – Assist tribes with development of programs that meet or exceed public health accreditation or clinic accreditation standards, as requested. Serve as a technical consultant to tribal program managers and leaders by assisting them with environmental health and safety hazard identification and mitigation.
3. Provides consultation, guidance, and assistance to infection control and safety staff at the Tribal health facilities. Advocate for infection prevention and control resources with State and Federal partners for Tribal health facilities. Provides updates and trends on infection prevention and control and provides consultation on associated accreditation requirements and evidence-based practices.
4. Technical Assistance – Serve as a technical consultant to tribal program managers and leaders by assisting them with environmental health hazard identification and mitigation.
  - a. Performs epidemiological and environmental infection control investigations to identify environmental factors with the potential for transmission and disease.

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5. Leads evaluation of required health care emergency management exercises that are based upon the health care center's identified operational vulnerabilities and threats, and involve the necessary facility staff as well as external agencies and organizations.
6. Participates in the review of constructions projects that may impact the environment of care and occupational safety and health. Works with facilities, conducting pre-construction safety assessment of all proposed remodels, new construction and projects before the project is started.
7. Conduct Environmental Health Surveys – the specialist will conduct comprehensive environmental health surveys at community facilities, as requested by tribes.
  - c. The specialist develops written reports of findings, including recommendations for corrective action and improvement.
  - d. The specialist presents reports to appropriate tribal officials and acts as a consultant, as needed, on issues requiring improvement.
8. Provide Training Courses and Materials – the specialist will assist tribal leaders and programs with the development of infection control, environmental and occupational health, and safety training plans for tribal employees and community members.
9. Develop Plans and Assist in Policy Development – the manager assists tribes and partners in development of plans and policy across a wide range of environmental public health areas. Focus areas include emergency preparedness, environmental infection control, and safety management in the health care and institutional settings.
10. Injury Prevention Activities – the specialist serves as technical consultant to tribal program managers and leaders by assisting them with hazard identification and mitigation, specifically focusing on occupational injuries.
11. Data collection and reporting – the specialist will collect and analyze data for the Environmental Public Health Program. The specialist will record and enter services and activities in WebEHRS and other data systems (as appropriate) and provide reports to tribal partners.
12. Perform other duties as assigned by the Program Director.

#### **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

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- 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:**

- Master's level degree in Environmental Health, Public Health, Healthcare Management, Occupational Health/Industrial Hygiene, or closely aligned field required
- Current license/credential as a Registered Environmental Health Specialist required
- Current Board Certified in Infection Control (CIC) or Certified Safety Professional (CSP)
- A minimum of ten years of experience in project management, infection prevention and control, and institutional environmental health/clinical environmental health and safety with proven leadership and success
- Two to four years of experience working with tribal communities or tribal organizations
- 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:** Travel will be required to attend multiple meetings, conferences, and site visits to tribal communities

**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, 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](http://www.npaihb.org)

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)