

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

CLOSING DATE: 12/31/21

Job Title: National Evaluation Project Specialist

Project: Northwest Tribal Epidemiology Center

Reports To: NW TEC Director & THRIVE Project Director

Salary: \$48,000 - \$50,000

Department: NW TEC

Status: Exempt, Salaried

Classification: 1.0 FTE Regular

Funding duration: Through 9/2026

Location: Portland, Oregon

Opens: 12/11/21

Closes: 12/31/21

Job Summary:

Under the supervision of the Northwest Tribal Epidemiology Center Director & THRIVE Project Director, the National Evaluation Project Specialist is responsible for developing and evaluating facets of the Indian Health Services' behavioral health grantees including: designing program evaluation plans, designing data collection tools, collecting and managing data, analyzing qualitative and quantitative data, and producing reports. The Project Specialist will help IHS grantees comply with evaluation and reporting requirements by providing training and technical assistance, and will assist with the dissemination of grant-related information from IHS to tribal awardees. The Specialist will provide technical, analytical and specialized support to the EpiCenter Director and THRIVE Project Director on evaluation-related goals and objectives. This position requires consistent and respectful communication and collaboration with federal funders, Northwest tribes, and IHS division of behavioral health and area offices.

Additionally, the position will coordinate with We R Native and THRIVE on youth engagement activities at the Board, supporting the involvement of the NPAIHB's [Youth Delegates](#), providing virtual and in-person mentorship.

Essential Functions

- Support Evaluation Activities
 - Provide cross-site training and technical assistance to IHS grantees in the Portland Area
 - Help IHS grantees comply with evaluation and reporting requirements by providing training and technical assistance to NW Tribes/grantees on: program evaluation, data collection, managing data, analyzing qualitative and quantitative data, and producing project reports
 - Assist NW Tribes with the design and utilization of data collection tools
 - Assist NW Tribes with required project reports
 - Arrange calls with the IHS Portland Area Office representative to receive guidance on what measures/data IHS grantees need to report/collect
 - Help identify barriers to program success, and communicate with the IHS Portland Area Office representative to offer guidance/suggestions
 - Serve as the primary contact for all national evaluation efforts between the project and participating NW tribes
 - Support other EpiCenter evaluation plans/tasks, upon request

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- Support the NPAIHB's Youth Delegate Program
 - Coordinate the NPAIHB's Youth Delegate Program, recruiting 10-15 participants and hosting virtual and in-person mentorship opportunities (zoom, QBMs, Bootcamps)
 - Coordinate with We R Native and THRIVE teams on other regional youth engagement activities (i.e. THRIVE youth conference)
 - Connect Youth Delegates with other the Board projects (as invited guests to Youth Delegate meetings)

- Reporting Functions
 - Assists supervisors with the coordination and preparation of all required project reports
 - Submit activities electronically (eMAR) on a weekly or monthly basis, and pull Monthly Activity Report (MARs) at the end of each month
 - Maintains project files and records

- Project Administrative Support
 - Serves as the primary point of contact for evaluation activities between regional grantees, national and federal agencies, and IHS programs.
 - Assists supervisors with grant applications and continuation applications as requested

Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives
- Perform other duties as assigned by the Executive Director, Deputy Director, EpiCenter Director, Behavioral Health Director, and THRIVE Project 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 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.

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Qualifications:

- Prefer: Bachelor's level degree in a health-related field required.
- Prefer: 1-year of experience working in suicide, substance use, or violence prevention
- 1-year of experience in program evaluation, analysis and biostatistics.
- 2-4 years of experience working with tribal communities or for a tribal organization, NW Tribes experience preferred.
- Experience in project coordination and project planning.
- 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.
- Understand the concepts of data statistical software.
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent writing skills
- Exhibit 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
- A strong and demonstrated record for good attendance
- 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

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.

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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 outside of Portland is occasionally required. Overnight travel outside of the area is infrequently required.

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