

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 1/3/22

Job Title: Tribal Community Health
Provider Project Specialist
Reports to: Tribal Community Health
Provider Project Technical Operations
Director

Starting Wage: \$40,000-65,000
Status: Non-Exempt, Hourly
Classification: 1.0 FTE, Regular
Location: Portland, OR

Job Summary:

The Northwest Portland Area Indian Health Board oversees the Tribal Community Health Provider Project (Native Dental Therapy Initiative (NDTI) and Community Health Aide Program (CHAP) projects). The project specialist will support the overall work of the TCHP Project, CHAP and NDTI projects and collaborate with both teams in efforts to carry out the coordination for programming, services, and outreach.

The NDTI is an initiative to establish dental therapists in Indian health programs operated by tribes and tribal organizations under the Indian Self-Determination and Education Assistance Act (PL 93-638). The CHAP is an initiative to establish community health aide program infrastructure in the Portland Area to serve providers working in Indian health programs operated by tribes and tribal organizations under the Indian Self-Determination and Education Assistance Act (PL 93-638). These two projects are working together in these efforts.

Under the supervision of the Tribal Community Health Provider Project Technical Operations Director, the TCHPP Specialist's primary responsibilities are to provide coordination and support for all TCHP projects and will collaborate with states, tribes, and other organizations on project related activities. The specialist will provide specialized support and logistics to the overall goals and objectives of its advisory committee's and workgroup members, and project tribal sites. Must be courteous, personable, self-motivated, and have the ability to manage multiple tasks and meet deadlines with minimum supervision.

Duties include but are not limited to: general administrative support for TCHPP Project Director, Technical Operations Director, and CHAP Director, organizing conference calls, webinars, and in-person meetings along with assisting with communication, education, data collection and orientation of the latest project developments. The specialist will assist each advisory workgroup executive teams and program committees and will be responsible for serving as the point of contact for all project communications. The specialist will support the tribal engagement and partnership relationship building needed to launch these programs and working to ensure the DHAT and BHA students are supported during their education training and returning to their communities after graduation. The specialist will work closely with the program project assistant and specialists to ensure all program tasks are completed.

Essential Functions:

Advisory Workgroup Management

- For specific meetings, work with Advisory Workgroup executive team and project staff to generate agendas for each meeting;

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- For specific meetings, provide administrative support for CHAP/TCHP/BHA/NDTI advisory workgroups and their executive teams, and project staff and consultants/partners (including: coordinate travel needs, daily email correspondences, arrange webinars, conference calls, site visits, and quarterly face-to-face meetings)
- Assist BHA Student Support Coordinator to support BHA, DHA, and CHA students to participate in meetings, trainings, and other activities as necessary;
- Support CHAP team and NDTI team in managing Advisory Workgroup member relationships including the DHAT Education Program AC, the PACCB AC, the BHA AC, and the TCHP AC
- Support tribal project sites (as needed);
- Participate and play a key role in project planning activities;
- Participate and play a key role in project budget management;
- Participate and play a key role in project management planning;
- Participate in site visits (as needed);
- Serves as primary contact for all day-to-day communication between projects, tribal sites, and partners; and

Administrative Support

- Administrative support to CHAP and TCHP Project Directors and CHAP and TCHP Project staff;
- Assist TCHP and CHAP project directors and staff with travel coordination including reservations, travel authorizations, and reports
- Coordinate and arrange meetings for program team members and partners;
- Create, proof and edit document assignments (as needed);
- Work with program vendors/consultants and ensure payments are processed in a timely manner;
- Work with NPAIHB Finance team to process and create invoices, purchase orders, contracts and budget modifications;
- Maintain an organized Dropbox filing system (sharing/storing of documents);
- Maintain master team calendar;
- Assist CHAP and NDTI directors and program staff with ad-hoc assignments (as needed);

Research Support

- In collaboration with the TCHP, CHAP, BHA, and NDTI projects to perform quantitative and qualitative data collection tasks which may include: in-person and phone interviews, and consolidate information;
- Support TCHPP Technical Operations Director in collection of data and executing work plan for providing resources to tribal health organizations, tribal governments, and state and federal partners for integration of CHAP into the existing health infrastructure; and
- Assist TCHPP Technical Operations Director in producing a TCHPP Clinical Operations Manual for Tribes in the Portland Area to develop and support CHAP programs.

Outreach, Communications, and Education

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- In collaboration with NPAIHB Communications team and TCHP/NDTI/CHAP teams, coordinate and execute TCHP/NDTI/CHAP social media, press releases, and other communications needs;
- Ensure tchpp.org website maintenance is performed on a regular basis and the latest meeting materials are available to the public;
- Help prepare and distribute educational materials (workgroup resource binders, fact sheets, newsletters, PowerPoint presentations) for a wide variety of audiences;
- Provide support, guidance, and assist tribal site staff with outreach and education to members and greater community;
- Foster relationships with Tribal and non-tribal local, state, and national oral health and behavioral health stakeholders; and

Other Duties

- Participate in meetings, workgroups, site visits, and conferences as required to achieve project objectives;
- Assist with funding opportunities that align with current deliverables; and
- Collaborate with other NPAIHB programs to meet related goals and objectives.

Qualifications:

- Two or more years of experience working with tribal communities or tribal organizations, experience with NW Tribes preferred.
- Must be highly organized and motivated, and carry out responsibilities with minimum supervision.
- Experience with public speaking.
- Experience in multiple project coordinating and planning multiple events simultaneously.
- Experience with community partners who serve their communities.
- Outreach ability with the desire to learn more and grow within the projects.
- Ability to move ideas from conception to completing through mindful execution of detailed logistics.
- Understand the impact of how these initiatives will effect communities and how it will enhance the current navigation of services to its communities.
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and a strong sense of urgency.
- Working knowledge of Microsoft Word, Excel, Access and Outlook, and PowerPoint.
- 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 programs.
- Able to work with multiple deadlines and streamline priorities on a daily basis.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be able to travel as requested.

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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.

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.

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: in-state and national travel.

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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, 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