

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 1/3/22

Job Title: Tribal Community Health
Provider Project Technical Operations
Director

Reports to: Tribal Community Health
Provider Project Director

Starting Wage: \$85,000-100,000

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 technical operations director will support both projects and collaborate with both teams in efforts identify and communicate the technical operations requirements for tribal health programs, IHS, and the TCHP Project implementing CHAP.

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 Director, the TCHPP Technical Operations Director's primary responsibilities are to provide leadership and direction for the business processes to integrate CHAPs into tribal health programs, federal, tribal, and state regulatory environments, manage work specific to state and federal legislation for all TCHP projects, and provide coordination and support for both projects in close collaboration with states, tribes, and other organizations on project related activities. The director will provide project and process management, 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: working with TCHPP, CHAP, and NDTI Directors, NPAIHB Policy Staff, tribal staff, and tribal and state officials on infrastructure for Medicaid reimbursement, including (but not limited to) State Plan Amendments, ISDEAA contract amendments, legislation, and regulations, produce guidance on existing provider types in all three states as compared to CHAP providers, lead advocacy for Urban Indian Programs to utilize CHAP providers, and lead clinical integration from the operations side. This position can be done remotely or be based in Portland, Oregon. NPAIHB offices are located in Multnomah County. NPAIHB is following local directives as to COVID-19 for businesses, and Federal, State and Tribal directives. When restrictions are lifted, this job requires travel to visit CHAP program sites and state health agencies in Olympia, Salem, and Boise, and participation in national and regional meetings as requested

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Essential Functions:

Infrastructure for Medicaid Reimbursement

- In collaboration with the TCHPP Project Director, NPAIHB Policy Staff, and state partners provide technical expertise and support for development of State Plan Amendments, ISDEAA contract amendments, and other technical areas of work required to establish infrastructure to support TCHP programs and ensure Medicaid reimbursement;
- Develop detailed provider cross walks including state regulatory and licensing or certification requirements for existing physical, behavioral, and oral health providers, education requirements, and other relevant information to compare to TCHP Providers;
- Work with CHAP Project Director and Manager to design assessment tool to determine existing gaps in operational knowledge for integration TCHPP Providers into tribal health organizations;
- In collaboration with TCHPP Project director work with IHS on broader reimbursement issues;
- In collaboration with TCHP Project Director and CHAP and NDTI Projects and with support from TCHP Project Specialist, collect data and produce a report and 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
- Develop TCHPP Clinical Operations Manual for Tribes in the Portland Area to develop and support CHAP programs (to include, model language for agreements and contracts, job descriptions, sample pay scales, and other technical requirements for hiring and integrating TCHPP Providers into tribal health organizations).

Legislation, Regulations, and advocacy

- Direct and expand state regulatory and legislative work related to TCHP Providers including leading state legislative campaign planning and implementation;
- In collaboration with the TCHP project team, advocates for health access for member Tribes and American Indian and Alaska Native population in Idaho, Oregon, and Washington with a particular focus on addressing disparities;
- Monitors state legislatures with a focus tribal health and health workforce related bills and policies that affect TCHPP;
- Monitor and engage in activities related to implementation of state health policies and regulations, including meeting and working with state agency personnel in collaboration with the TCHPP, CHAP, and NDTI Directors and NDTI Policy Analyst;
- Ensure TCHPP state and federal policy work is supports and expands NPAIHB Policy priorities;
- Maintains and expands partnerships with Tribal and non-tribal oral health stakeholders, serving as an external representative of NPAIHB's CHAP advocacy work;
- Participate in coalitions related to legislation that affects TCHP Providers (such as WDAC, ODAC, and others);

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- In collaboration with TCHP Project Director provide technical support to CHAP TAG; and
- Manages advocacy contracts as necessary.

Urban Indian Health Programs in CHAP

- Develop workplan and strategy for advocacy related to Urban Indian Health Programs and their ability to utilize CHAP trained providers;
- Direct federal advocacy specific to Urban Indian Health Programs and CHAP; and
- Analyze existing state and federal laws and regulatory environments related to UIHOs, FQHCs, tribal health programs, and other relevant policy areas to inform workplan and strategy.

Other Duties

- Assist with funding opportunities that align with current deliverables;
- In collaboration with NPAIHB Communications team and TCHP/NDTI/CHAP teams, develop, coordinate, and execute TCHP/NDTI/CHAP social media, press, and other communications strategy and needs;
- Foster relationships with Tribal and non-tribal local, state, and national oral health and behavioral health stakeholders;
- Participate in national learning collaborative about dental therapy, physical, and behavioral health;
- In collaboration with other TCHP, CHAP, and NDTI staff, prepare and distribute educational materials (guidance, white papers, fact sheets, newsletters, PowerPoint presentations) for a wide variety of audiences;
- Participate in meetings, workgroups, site visits, and conferences as required to achieve project objectives.
- Collaborate with other NPAIHB programs to meet related goals and objectives.

Qualifications:

- Five or more years of experience working with tribal communities or tribal organizations, experience with NW Tribes preferred.
- Hospital administration, law, or public policy advanced degree preferred.
- Must be highly organized and motivated and carry out responsibilities with minimum supervision.
- Experience with public speaking.
- Experience with community partners who serve their communities.
- 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.

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- 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.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be able to travel as requested.

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

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necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements: in-state and national travel.

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