

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 2/17/22

**Job Title: Tribal BRFSS Interviewer/
Data Entry Clerk (2+ positions)**
Reports To: Project Director, PHIT
Department: NWTEC
Salary Range: \$18-20/hour DOE

**Classification: Temporary, Part-time, 20-
32 hrs/week, Non-exempt (hourly)**
Funding Duration: 3.5 months
Location: Remote from OR, WA or ID
Posting Closing Date: 2/17/2022

Job Summary:

The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center (NWTEC), which is responsible for Tribal Behavioral Risk Factor Surveillance System (BRFSS) projects. BRFSS is a telephone health survey used to monitor risk behaviors related to chronic diseases, injuries, and death. In 2022, NPAIHB is providing support for a Northwest Tribe conducting a tribal-specific BRFSS.

The Interviewer/Data Entry Clerk provides phone interview, documentation, data entry, and some support services for the Tribal BRFSS Project, under the supervision of the Project Director, Public Health Improvement & Training (PHIT). This is a short-term, temporary, part-time position on a time-sensitive project, with a projected start date of March 2022, for 3.5 months of employment with the possibility of extension to 4 months. All work may be performed remotely using equipment provided by NPAIHB; applicants must be based in Oregon, Washington, or Idaho.

Essential Functions:

1. Administrative support functions

- Conducts confidential telephone and/or video call interviews with tribal community members
- Schedules interviews and tracks interview progress
- Performs data entry from tribal behavioral risk factor surveillance system interviews
- Provides some administrative support to the project, as needed

2. Other Duties

- Maintain well-organized filing system for project documents and communication
- Maintain accurate documentation and records for strict research protocol
- Other duties as assigned by the Project Director

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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
- Participate in trainings as needed to improve skills that enhance overall capabilities related to job performance

Qualifications:

- High school diploma or equivalent
- One or more years of experience working with tribal communities, tribal organization(s), or other Indian organization(s) strongly preferred
- One or more years of experience in an administrative support position with progressively more responsibilities
- One or more years of experience in interview/focus group work
- One or more years of experience in data entry
- Proficient user of Microsoft Office package, including Outlook, Excel, and Word
- Excellent verbal and written communication skills
- Ability to quickly and accurately document interview responses
- Experience with organizing and setting up filing systems, both electronic and hardcopy
- Demonstrated ability to maintain strict confidentiality of sensitive information
- Availability for primarily evening and weekend hours required; some daytime availability a plus
- Must be highly organized and motivated, and be able to manage complex projects, meet deadlines, and carry out all responsibilities of the job requirements with minimal day-to-day supervision

Typical Physical Activity:

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of

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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. Occasionally requires standing and/or sitting for sustained periods of time.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes.

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. No travel is 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