

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION POSTING CLOSING DATE: 4/22/22

Job Title: IT Data and Applications Specialist

Reports To: Director of NWTEC/Director of IT

Department: NWTEC

Salary Range:

Classification: Salaried \$85,000 – 95,000

Funding Duration: 5 years

Location: Portland, OR

Posting Closing Date: 4/22/22

Job Summary:

Established in 1972, the Northwest Portland Area Indian Health Board (NPAIHB or the Board) is a non-profit tribal advisory organization serving the forty-three federally recognized tribes of Oregon, Washington, and Idaho. Under the direction of the Director of the NWTEC, this new position will sit at the junction of our IT team and our Public Health Modernization Team. Our Information Technology (IT) team supports our organization with broad services, ranging from Technology and Infrastructure to Client Support Services.

This newly created position will manage our Applications and Data function, including managing and supporting applications, data management, portal management and identity management. The Applications and Data specialist will coordinate and lead administration and problem solving of our new database system. This position will be in support of a critical area for NPAIHB: increasing Tribal access to public health data and integrating public health and linkage corrected data at the regional, state and tribal level. This position will also work directly with the NW Tribes and NPAIHB program staff, collaborating on developing and enhancing policies in support of Tribal data sovereignty. Above all, you will be contributing to an organization that helps improve the lives, health and well-being of NW Tribal members.

Essential Functions:

1. Coordinate and lead administration of our new cloud hosted database system. This will include technical support to migrate data, update data, and ensure database quality, integrity and performance.
2. Monitor and manage endpoint backups and ensure endpoint compliance with tribal, state, and federal security requirements
3. Monitor and maintain account security in NPAIHB's cloud hosted systems
4. Provide suggestions and feedback to improve upon IT and program management processes to leadership and serve as the focal point for development of communication processes to staff.
5. Coordinate with HR and internal data stewards to ensure provisioning and deprovisioning employees are well integrated within HR onboarding and offboarding processes

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6. Maintain an internal knowledge base with technical documentation.
7. Develop and provide training and technical assistance for staff and tribes to support implementation of the NW Tribal Data Portal.
8. Work collaboratively with NWTEC and IT staff to develop, update, and implement data governance policies and procedures.
9. Participate in ongoing data modernization and quality improvement efforts within the organization.
10. Keeping abreast of advancements in the field of health informatics and work to implement advancements into a modernized public health data system.

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.

Qualifications:

- Bachelor's degree in computer sciences or related field OR equivalent of five years of work experience as an IT administrator, Database Administrator, or other relevant work experience
- A minimum of three years' experience in IT and/or another technical field
- Experience with MySQL
- Experience in configuration management
- Knowledge and/or willingness to learn health information system design and healthcare privacy requirements, eg HIPAA
- 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

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

Preferred Qualifications

- Prefer an individual with prior professional and/or personal experience with Tribes. Experience with NW Tribes preferred.
- Understanding of cloud technologies preferred, but not required

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: Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives.

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

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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