

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
JOB POSTING CLOSING DATE: 7/9/22

Job Title: Behavioral Health Aide (BHA) Project Director

Reports To: TCHP Project Director

Department: Tribal Community Health Provider Project- Policy

Starting Wage: \$85,000-\$105,000

Status: 1.0 FTE with benefits

Classification: Non-exempt employee

Funding duration: 7/15/2021-12/31/2023

Location: Remote or Portland, OR

Job Summary:

NPAIHB aspires to assist NW Tribes deliver health services that are high-quality and safe; that promote patient-provider team interactions that are patient-centered and culturally relevant; that develop and support an engaged, expert workforce; and that demonstrate fiscal sustainability and accountability.

The Tribal Community Health Provider Project, Behavioral Health Aide (BHA) Project Director is responsible for coordinating, planning, implementing, and evaluating the behavioral health aide (BHA) education programs and Tribal implementation for the Portland Area Tribes. The project includes incorporating tribal traditional knowledge and practices and an array of behavioral health subject matter expertise to the BHA education curriculum. This position is aligned with the health policy team which is responsible for developing policy and procedural recommendations and providing support for related program activities.

The BHA Project Director ensures compliance with all State, Federal, and other regulatory agency requirements to shape the behavioral health education program design, and provides strategic direction for the behavioral health aide program in collaboration with the Community Health Aide Program (CHAP) Project Director, Tribal Community Health Provider (TCHP) Project Director, and NW Tribes.

This position reports directly to the TCHP Project Director.

Activities must be accomplished with minimal day-to-day supervision.

Essential Functions

- Manages grant activities and funder relationships to develop BHA program infrastructure for Tribes in Idaho, Oregon, and Washington.
- Meets project and financial objectives by forecasting requirements, preparing budgets, scheduling expenditures, analyzing variances, and initiating corrective action as needed in order to complete required work.
- Oversees consultants, attorneys and staff to carry out project work plan, meet project milestones, and manage the project.
- Provides support to tribes developing behavioral health aide programs.
- Coordinates delivery of behavioral health clinical/training content for the behavioral health aide program.
- Provides leadership and guidance for the BHA Advisory Workgroup.
- Implement the Behavioral Health Academic Review Committee (BHARC) in alignment with the Portland Area CHAP Certification Board (PACCB) standards and procedures.

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- Schedules and facilitates meetings of the BHARC.
- Participates in meetings of the CHAP Board Advisory Workgroup
- Provides expert support to the Portland Area CHAP Certification Board (PACCB).
- Manages the development and maintenance of the electronic Behavioral Health Aide Manual (eBHAM).
- In collaboration with partners, develops content for the eBHAM.
- Develop long term plan for clinical supervisors within the BHA program.
- Work with the NPAIHB Clinical Supervisor to coordinate and manage contracts for clinical supervisors. Work closely with the NPAIHB Clinical Supervisor to coordinate the BHA Clinical Supervision workgroup.
- Work closely with the BHA Student Support Coordinator to evaluate program applicants and determine BHA level placement.
- Work closely with BHA Student Support Coordinator to develop and implement student support initiatives.
- Executes surveys and feasibility studies for improvement of BHAP.
- Facilitates and enhances day-to-day operating relations with Tribes, education partners and other stakeholders, as appropriate to the position.
- Creates and implements capacity building and quality improvement strategies based on the needs of Tribes and or stakeholders.
- Attends the NPAIHB Quarterly Board Meeting (QBM) behavioral health committee meetings.
- Assists local and national partners toward expansion and support of TCHP projects.

Project Support Functions

- Organize conference calls and in-person meetings with project staff and state/federal grant agency project officers
- Work with project team on strategic planning and development and implementation
- Organize training logistics, travel planning, authorization, and budgeting
- Work with project team on tracking and reporting of project work plans and timelines
- Work with project team on evaluation activities and results reporting
- Provide support as required for completion of project activities

Administrative Support Functions

- Work with the project director and team to prepare all required project reports.
- Participate in and/or facilitate meetings, workgroups, site visits, and conferences as required to achieve project objectives.
- Submit a Monthly Activity Report (MAR) to the project director at the end of each month.

Other Duties

- Maintain well-organized filing system for documents and computer files.
- Research, and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.
- Perform other duties as assigned.

Standards of Conduct:

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- 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.
- Maintain a clean, well-organized office environment.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Exercise good 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.

Qualifications:

Minimum Qualifications/Transferable Skills:

- Master's in Mental Health, Counseling, Psychology, or Social Work; or Bachelor's with 2 years' work experience in lieu of Master's degree.
- 3-5 years' experience working with tribal communities, tribal organizations, or other AI/AN organizations. Experience with NW tribal communities preferred.
- At least three (3) years of professional experience in a clinical behavioral health setting Experience in Program Management, Financial Management, & Team Building
- Knowledge of or capacity to learn about the local behavioral health treatment system and community resources
- Experience working with patients with chronic diseases
- Professional demeanor and interpersonal communication skills
- Preferred Qualifications/Transferable Skills*:
 - Preferred Licensed Professional Counselor (LPC) or Licensed Mental Health Counselor (LMHC) in Oregon, Washington, or Idaho
 - Doctorate in psychology, clinical psychology, social work, or public health.
 - Certification as a Certified Alcohol Drug Counselor (CADC) Level II or III

*Transferable skills: Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

External applicants must agree to serve a minimum six-month probationary period during which time their employment can be terminated at will. For the purpose of evaluating job performance, internal applicants must agree to serve a minimum six-month probationary period when job duties change significantly.

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

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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: Travel outside of Portland is often required. Overnight travel outside of the area is occasionally 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