

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 9/4/22

Job Title: HIV Program Manager
Reports To: Clinical Programs Director
Department: Tribal Epi Center
Salary Range: \$90,000 (1.0 FTE)

Status: Full-time with benefits
Classification: Non-exempt employee
Funding duration: 9/30/2020-8/30/2022
Location: Telework; Telework from OR, WA or ID preferred

Northwest Portland Area Indian Health Board

The Northwest Tribes have long recognized the need to exercise control over the design and development of health care delivery systems in their local communities. To this end, they formed the Northwest Portland Area Indian Health Board (also referred to as NPAIHB or Board) in 1972. NPAIHB is a nonprofit tribal organization that serves the forty-three federally recognized tribes of Idaho, Oregon, and Washington on health-related issues. Tribes become voting members of the Board through resolutions passed by their governing body. Each member tribe designates a delegate to serve on the NPAIHB Board of Directors.

The Vision of NPAIHB is health for the seventh generation and our Mission is to Eliminate health disparities and improve the quality of life of American Indians and Alaska Natives by supporting Northwest tribes in their delivery of culturally appropriate, high quality health programs and services. More on the NPAIHB Strategic Plan 2020-2025 can be found [here](#).

Program Description

NPAIHB Delegates support HIV/STI/HCV work to elevate the health of American Indian and Alaska Native people and communities everywhere under resolution 21-03-05. The work under Clinical Programs is national in scope and leads efforts in Ending the HIV/STI/HCV Syndemic in Indian Country, in partnership with the Indian Health Service (IHS) HIV/STI/HCV Program.

There are multiple projects in the Ending the Syndemics portfolio, some are listed below.

Indigi-HAS. In collaboration with the IHS National HIV Program, NPAIHB is leading the development of an implementation strategy for ending the HIV, STI, and HCV syndemic in indigenous communities. While the National HIV/AIDS Strategy focuses on HIV, Indigenous communities understand the importance of a comprehensive and holistic approach. Guided by an advisory group made up of individuals from across Indian Country, this project will enter dissemination in fall of 2023.

HIV/PrEP Research. To better understand the context of HIV/STI/HCV in native communities, NPAIHB is leading efforts in research in this area. Research efforts thus far have focused on a literature review of biomedical interventions for HIV/AIDS prevention in Tribal communities and rural areas/communities and will use formative research to identify barriers and opportunities for biomedical interventions among tribal community members.

Health Communication and Outreach. The goal of Clinical Programs' health communication planning is to support our health promotion strategy. Our health promotion strategies aim to create change at four levels: individual, leadership, organizational and societal. Examples of current campaign work include both PrEP and syphilis national campaigns.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 9/4/22

In addition to the work above, this job may collaborate at times with [Indian Country ECHO](#), [Paths \(Re\)Membered](#) and Project Red Talon, which includes [Healthy Native Youth](#), [WERNATIVE](#) and more.

Job Summary

This position will be part of a team that seeks to deliver quality and significant work directly to the communities we serve. Our work includes programing geared towards engaging with and listening to community and health facilities. Our programs listen to our communities and share wisdom from best practices from across Indian Country and external experts. This position will require a combination of attention to detail and thinking strategically; of ensuring quality of existing programs and looking for innovative ways to improve the needs of the community and healthcare.

The HIV Program Manager will be responsible for coordinating, planning, implementing, and evaluating HIV/STI/HCV programs at NPAIHB. This position intersects with and provides guidance to the NPAIHB's overarching Clinical Programs and is also responsible for developing policy and recommendations and providing support for related program activities.

This staff person will lead at least one of the efforts listed above in the portfolio and be able to step in on other projects as needed. To lead an effort, the HIV Program Manager will be primary contact for the project, coordinate collaboration and meetings with internal and external partners, develop and implement plans to carry out the work, complete contracts as needed, and create thoughtful evaluation and dissemination plans.

The HIV Program Manager ensures compliance with all State, Federal, and other regulatory agency requirements and will shape the overall clinical programs portfolio.

This position reports directly to the HIV/HCV/STI Clinical Services Director. This scope of work is housed within the Northwest Tribal EpiCenter located at the Northwest Portland Area Indian Health Board (NPAIHB).

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

Essential Functions

- Provides general clinical programs management and support
- Facilitates delivery of at least one program listed above. This would include specific training and experience in:
 - strategic planning and implementation
 - statistical analysis and research design; and/or
 - public health campaign creation
- Executes continuous learning for program development and project improvement
- Develop and pursue grant opportunities (as needed)
- Facilitates and enhances day-to-day operating relations with colleagues, community partners, advisory groups and other stakeholders
- Assists local and national partners toward expansion and support of HIV/STI/HCV programs

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 9/4/22

Project Support Functions

- Writes and implement contracts
- Tracks and reports on project workplans and timelines
- Project evaluation

Administrative Support Functions

- Work with the project director to prepare all required project reports.
- Submit a Monthly Activity Report (MAR) to the project directors at the end of each month.

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.
- 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.
- 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:

Minimum Qualifications/Transferable Skills:

- Master's in Public Health, Epidemiology or equivalent
- At least five (5) years of professional experience in Public Health
- At least three (3) years of professional experience in Indian Country. Experience with NW tribes is preferred.
- Knowledge and familiarity with IHS, Tribal and urban Indian Health Facilities
- Experience in Program Management
- Knowledge of HIV, STI and HCV in AI/AN people and existing programming
- Ability to assess and build programs in a culturally-competent manner

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 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

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 9/4/22

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 will be 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, honorably discharged veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications are available online at www.npaihb.org

SEND RESUME AND APPLICATION TO: HR@npaihb.org