

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 5/29/21

Job Title: Behavioral Health Program Coordinator **Status:** Full-time with benefits
Reports To: Behavioral Health Programs Director **Classification:** Non-exempt employee
Department: Tribal Epi Center **Funding duration:** 9/30/2020-8/30/2022
Salary Range: \$44,000-54,000 DOE **Location:** Portland, OR or Telework from OR, WA or ID

Job Summary:

The Mission of the Northwest Portland Area Indian Health Board 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 healthcare.

The Behavioral Health Program Coordinator is coordinating, planning, implementing, and evaluating behavioral health and substance misuse programs at NPAIHB across multiple programs. This position intersects and provides guidance to the NPAIHB's existing Behavioral Health programs, and consultation to other NPAIHB programs as needed.

This staff person will be the point of contact for all project communications including coordinate trainings, schedule preparatory meetings with project partners, including tribal partners, be responsible to support the behavioral health team in expanding the Behavioral Health program for the NW Tribes and NPAIHB. This position will provide support for program activities on the CDC Opioid and Covid-19 Behavioral Health programs.

This staff person will:

- assist in the implementation of an opioid prevention curriculum,
- identify, adapt, and implement programs to support injury and violence prevention in Northwest tribal communities, including the prevention of Adverse Childhood Experiences (ACEs), suicide, interpersonal violence and substance misuse,
- Behavioral Health ECHO coordination, and
- support in the development of a research agenda to evaluate program outcomes.

This position reports directly to the Behavioral Health Programs 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 behavioral health program coordination and support for various programs including, ECHO Hub Team, CDC 1803 grants, and others as they develop.
- Updates priorities throughout the year as directed by Northwest Tribes.
- Coordinates the delivery of behavioral health clinical/training content for Epi Center and NPAIHB Programs.
- Coordinates meetings of the 1803 Supplemental grants and ORN Behavioral Health ECHO grant activities.
- Acts as consultant on Behavioral Health and Substance Use issues to Northwest Tribes, state and local organizations.

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- Coordinates meetings with BH and other staff within BH programming and NW leaders to discuss priorities and programming needs.
- Assists with the development of clinical and curriculum brochures when necessary.
- Coordinated day-to-day operating relations with sites and other stakeholders, as appropriate to the position.
- Creates and implements capacity building and quality improvement strategies based on the needs of spokes and or stakeholders.
- Assists local and national partners toward expansion and support of BH projects.

Project Support Functions

- Organize conference calls and in-person meetings with project staff, project partners and consultants.
- Behavioral Health strategic planning and implementation.
- Provide support as required for completion of project activities.

Administrative Support Functions

- Coordinate and 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 (eMAR) each month.
- Co-facilitation of the Behavioral Health Committee at NPAIHB Quarterly Board Meetings.

Other Duties

- Maintain well-organized filing system for documents and computer files.
- Participate willingly in NPAIHB activities.
- Perform other duties as assigned.

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:

Minimum Qualifications/Transferable Skills:

- Bachelor's degree in Public Health, Mental Health, Counseling, Psychology or Social Work or may substitute Associate's degree in same plus 3 years' experience.
- Knowledge in substance misuse and harm reduction.
- Knowledge of or capacity to learn about the local behavioral health treatment system and community resources.
- Knowledge of working with Pacific Northwest Tribes.

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- Professional demeanor and interpersonal and written communication skills.

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 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 occasionally required. Overnight travel outside of the area is infrequently 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, disability, marital status, sexual orientation, 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