

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**Job Posting Closing Date: 6/12/21**

**Job Title: Emergency Coordinator**  
**Reports To: Environmental Public Health Director**  
**Starting Wage: 65,000 – 75,000**

**Status: Exempt, Salaried (position is funded for two years)**  
**Classification: 1.0 FTE, Regular**  
**Location: Portland, OR or Remote from (WA, ID, OR)**

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## **Job Summary:**

The position will serve as a public health emergency advisor in the COVID-19 response and recovery efforts, on behalf of the NPAIHB-NWTEC, for the 43 tribes of the Portland Area. This position helps ensure that the Tribes and tribal health systems are prepared to respond to and recover from COVID-19 and future pandemics. This position provides planning and evaluation expertise, drafting of response measures, and coordination with internal and external stakeholders regarding recovery efforts. More broadly, the Coordinator will develop and implement NPAIHB policies and procedures related to public health and health services emergency preparedness and response. Additionally, the Coordinator may be called upon to assist if other emergency events or public health incidents occur over the term of the position. This position is funded by NWTEC supplementary COVID-19 funds

This position reports directly to the **Program Director Environmental Public Health** located within the Northwest Tribal Epidemiology Center (NWTEC) at the Northwest Portland Area Indian Health Board (NPAIHB). Activities must be accomplished with minimal day-to-day supervision. Duties include, but are not limited to:

## **Essential Functions:**

1. Provide technical assistance for Tribal COVID-19 response, including but not limited to, contact tracing and investigation, coordination and support for testing sites and outreach efforts, isolation/quarantine efforts, medical countermeasures and points of dispensing, and assistance with long-term vaccination planning.
2. Support Tribal clinics, public health, EMS, emergency managers, community-based organizations, wrap-around services and emergency operations centers with COVID-19 response efforts and resource requests.
3. Provides technical assistance with NPAIHB public information and risk communication for COVID-19.
4. Conduct after-action reviews and evaluations of Tribal and NPAIHB COVID-19 response efforts and produce lessons-learned reports.
5. Assist Tribes with the development of recovery plans, and support Tribal outreach and education efforts, community mitigation planning and integration of COVID-19 into community and clinic emergency response plans.
6. The Coordinator will develop and implement NPAIHB policies and procedures related to public health and health services emergency preparedness and

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response. Additionally, the Coordinator may be called upon to assist if other emergency events or public health incidents occur over the term of the position

7. This position will be expected to complete the following Incident Command System (ICS) courses (ICS-100, ICS-200, ICS-300, and ICS-400) within 180-days of hire and be willing to attend other ICS and public health emergency or outbreak response courses as directed.
8. Perform other duties as assigned by the Program Director.

### **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 level degree in Business or Public Administration, Behavioral or Social Sciences, Political Science, Public Health, Physical Sciences, or any degree demonstrating the capacity for the knowledge and skills, or closely aligned field. AND,
- One to two years of experience in professional-level evaluative, analytical, and planning work. AND,
- Two to four years of experience working with tribal communities or tribal organizations.
- OR; Any combination of experience and education equivalent to seven years of experience that typically supports the knowledge and skills for the classification.
- Advanced user in Microsoft Office suite
- 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 needed.

#### **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 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

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information, ancestry or any other characteristic protected by law.

Applications can be found online at [www.npaihb.org](http://www.npaihb.org)

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)