

# NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

**POSITION POSTING CLOSING DATE: 5/29/21**

**Job Title:** NDTI Project Specialist  
**Reports To:** NDTI Project Director  
**Starting Wage:** 55,000-65,000  
**Status:** Exempt, Salaried

**Classification:** 1 FTE, Regular  
**Location:** Portland, OR with option to tele-work from OR, WA, or ID and preference for resident of OR

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## **Job Summary:**

The Native Dental Therapy Initiative (NDTI) works with Portland Area Tribes to increase access to oral health care through training and employment of Dental Health Aide Therapists (DHATs). The NDTI Project Specialist, will work out of the Portland office and perform tasks in collaboration with the NDTI Project Director, NDTI Project Specialist, and Tribal Health Center staff at our Oregon pilot project sites and partners. The successful candidate will have experience working in Native communities, excellent interpersonal skills, must be outcome-oriented, and have a mastery of Outlook, Word, PowerPoint, and Excel. The ability to work independently in a fast paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day. This is a full time, 40 hr/week position. Some in-state and national travel required.

## **Essential Functions:**

### **Oregon Health Authority Pilot Project Support**

- In collaboration with the NDTI Project Director and Pilot Dental Director work directly with the Oregon Health Authority Oral Health Unit Staff to administer the Tribal Dental Health Aide Therapy Pilot Project
- Assists NDTI Project Director and Pilot Dental Director to facilitate, assign, and schedule project tasks in collaboration with the tribal health program personnel essential to the ongoing success of the Tribal Dental Health Aide Therapy Pilot Project.
- Liaise with clinics, evaluation and data contractors to ensure complete and timely quarterly reports to OHA.
- Facilitate weekly project meetings and communicate action items appropriately.
- Understand and have full working knowledge of rules, requirements and timelines of Pilot, communicate any changes to participating clinics, and function as resource for clinics and other project staff as needed.

### **NDTI Project Support**

- Support advisory workgroups, executive teams, project staff, and consultants/partners (email correspondence, webinars, conference calls, site visits, and quarterly meetings);
- Plan and participate in project activities, including the NDTI annual meeting;
- Participate in meetings, workgroups, site visits, and conferences as required to achieve project objectives.
- Create and maintain electronic (Dropbox) and hard copy filing systems;
- Serves as primary contact for all day-to-day communication between projects, tribal sites, and partners;

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- Create and develop vendor contracts and process payments in a timely manner (in accordance with finance department)
- Assists Project Director to prepare written reports and presentations to member Tribes, federal and state agencies, and other oral health stakeholders.
- Make travel arrangements for all project related travel.

#### **Outreach and Education**

- Help prepare and distribute educational materials (fact sheets, newsletters, PowerPoint presentations) for a wide variety of audiences.
- In collaboration with the NDTI team, support the development and administration of social media communication strategies.

#### **Other**

- Assists Project Director and Dental Pilot Director in managing NDTI grant activities.
- Performs other duties as assigned by the Project Director and Executive Director.
- Collaborate with other NPAIHB programs to meet related goals and objectives.

#### **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:**

- Two to four years' experience working with tribal communities or tribal organizations.
- Ability to juggle multiple projects with superb accuracy
- Strong administrative and organizational skills
- Strong communication skills, both verbal and written
- Strong computer skills, proficient in Microsoft Office suite
- 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

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

**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:** Some in state and national travel. 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 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)

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