

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSITION POSTING CLOSING DATE: 7/11/22

Job title: ECHO Project Specialist
Project: ECHO, Clinical Programs
Supervisor: ECHO/Clinical Programs Director
Salary Range: 50-65k

Status: Exempt, Salaried
Classification: Full-Time, Regular
Funding Duration: Grant renewal
Location: Portland, Oregon with option to work remotely from OR, WA or ID

Job Summary:

The ECHO Project Specialist's primary responsibility is to oversee: 1) the development and coordination of the Northwest Portland Area Indian Health Board ECHO hub clinics; 2) assist in improving and maintaining the teleECHO clinic and patient tracking document for clinical sites across Indian Country; 3) assist in onboarding and educating clinics in relation to ECHO projects.

Among other tasks, this will include providing logistical coordination and planning for virtual, local and regional ECHO trainings, ECHO communication, sharing of resources, and development of activities. Activities will also include site visits across Indian Country and creation and communication of ECHO related resources.

The project specialist will work closely with the Project Directors, Managers, Coordinators and contractors for the Clinical Programs team collective national efforts.

Essential Functions:

- Provides administrative and operational support for ECHO Hub team and Spoke participants
- Assists in the production and distribution of teleECHO clinic course materials and schedules, including marketing emails, recording virtual ECHO sessions, editing, and uploading content to wordpress
- Facilitates delivery of clinical/training content using a designated communication vehicle
- Executes surveys and feasibility studies for policy formation and improvement of services
- Conducts training for other spoke participants in relation to the duties of a distance education coordinator
- Assists with the development of clinical and curriculum brochures
- Specializes in the development and preparation of marketing and promotional plans and/or materials, as appropriate to the program
- Serves as liaison between hub facilitators and Spoke participants
- Coordinates instructional course activities, which may include Continuing Education coordination, and the logistics for distance delivery technologies
- Facilitates and enhances day-to-day operating relations with site coordinators and other stakeholders, as appropriate to the position
- May open up with clinic – introductions, clinical announcements, etc.
- Assists in project initiatives and the day-to-day management of the team working with the Spokes or specific stakeholders
- Create and implement capacity building and quality improvement strategies based on the needs of spokes and or stakeholders
- Assist in working with local and national partners toward expansion and support of the project

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- Assist Project Director with the coordination and preparation of required project reports as needed
- Assist Project Director with writing continuation application and competing application for the funding agencies as required

Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives
- Perform other duties as assigned by the Executive Director, NWTEC Director and Project 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 office environment.
- Expected to 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.
- 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 Degree in Public Health, Clinical Programs or equivalent experience
- 3 years of experience in clinical health sciences, providing direct healthcare services, and/or health promotion/disease prevention programs.
- 3 years of experience working with tribal communities or tribal organizations. Experience with NW tribes is preferred.
- Experience in project coordination and project planning.
- Experience with preparing written reports is required.
- Must have the ability to make professional oral presentations in settings at the national level, regional level and community level, as well as in tribal settings.
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent writing skills
- Exhibit 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.
- 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.
- Able to operate a motor vehicle and have a valid state driver's license.
- Must be able to travel, as requested

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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 often required. Overnight travel outside of the area is frequently required based on activities.

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