

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Position Posting Closing Date: 8/8/22

Job Title:	Behavioral Health Training Coordinator	Status:	Full-time with benefits
Reports To:	Behavioral Health Program Director	Classification:	Exempt employee
Department:	Northwest Tribal EpiCenter	Funding Duration:	9/30/2022 - 7/31/2024
Salary Range:	\$44,000-54,000 (1.0 FTE)	Location:	Portland, Oregon or teleworking from OR, WA or ID

Job Summary:

NPAIHB aspires to assist the 43 Tribes of the Pacific Northwest deliver health services that:

- are high quality and safe
- promote patient-centered and culturally relevant patient-provider team interactions
- develop and support an engaged, expert workforce
- demonstrate fiscal sustainability and accountability

The Behavioral Health Training Coordinator is responsible for coordinating, planning, implementing, and evaluating behavioral health and substance misuse training programs at NPAIHB across multiple programs. This position intersects with and provides guidance to the existing NPAIHB Behavioral Health and Behavioral Health Aide programs, as well as offering consultation to other NPAIHB programs as needed.

This staff person will be the point of contact for all project training communications, coordinate trainings, scheduling preparatory meetings with project partners (including tribal partners), and providing support to the Behavioral Health team in expanding the Behavioral Health Training program for the NW Tribes and NPAIHB.

This staff person will assist in the development and implementation chemical dependency, peer recovery, and Behavioral Health Aid certification training curriculum, recruit and coordinate qualified trainers and students, create recruitment, information, and marketing materials, and provide support to the Behavioral Health Clinical Supervisor as needed.

This position reports directly to the Behavioral Health Program 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. This position can be done remotely within the Tri-State (Washington, Oregon, and Idaho) area or be based in Portland, Oregon. NPAIHB offices are located in Multnomah County. NPAIHB is following local directives as to COVID-19 for businesses, and Federal, State and Tribal directives. Pending Covid-19 restrictions, this job may require travel and participation in national and regional meetings as requested. Health, dental, and retirement benefits are included. The Behavioral Health Training Coordinator must work well in a remote work environment.

Essential Functions

- Provide behavioral health program coordination and support for various programs, including the OR Health Care Authority Measure 110 Chemical Dependency and Peer Recovery Training program, the WA Health Care Authority, Certified Peer Counselor program, and the Behavioral Health Aide program
- Update priorities throughout the year as directed by Northwest Tribes

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- Coordinate the delivery of behavioral health clinical supervision/training content for the EpiCenter and NPAIHB programs
- Coordinate meetings for the training and curriculum development projects
- Act as a consultant on behavioral health and substance use training issues to NW Tribes, state, and local organizations
- Coordinate meetings with other NPAIHB staff involved in behavioral health programming and NW leaders to discuss priorities and programming needs
- Coordinate day-to-day operating logistics and manage relationships with sites and other stakeholders, as appropriate to the position

Project Support Functions

- Organize conference calls and in-person meetings with project staff, project partners, and consultants
- Assist with the development, implementation, and ongoing activities related to Behavioral Health strategic planning development and implementation
- Provide support as required to successfully complete project activities

Administrative Support Functions

- Coordinate and prepare all required project reports for submission
- Participate in and/or facilitate meetings, workgroups, site visits, and conferences as required to achieve project objectives
- Submit a Monthly Activity Report (MAR)
- Co-facilitate the Behavioral Health Committee at NPAIHB Quarterly Board Meetings

Other Duties

- Maintain a well-organized filing system for documents and computer files
- Maintain a clean, well-organized office environment
- Perform other duties as assigned

Standards of Conduct

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsibilities 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:

- Bachelor's degree in Public Health, Mental Health, Counseling, Psychology, Social Work, or related field
- Lived personal experience receiving support for substance misuse and/or mental health needs is required
- At least three (3) years of professional experience in Public and/or Behavioral Health

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- Knowledge in substance misuse, harm reduction, and peer recovery
- Ability to assess and create curriculum in a culturally-competent manner
- Knowledge of working with Pacific Northwest Tribes
- Professional demeanor and interpersonal 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.

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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:

Email: HR@npaihb.org