

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

POSTING CLOSING DATE: 8/4/22

Job Title: WEAVE-NW Health Educator

Reports To: Director, WEAVE-NW

Department: The EpiCenter

Salary Range: \$24 -26/ hour

Classification: .80 FTE Non-Exempt w/ Benefits

Funding Duration: Through 9/30/2025

Location: Portland, OR., or work remotely from OR, WA or ID

Posting Closing Date: August 4, 2022

The organization and Project: The Northwest Portland Area Indian Health Board (NPAIHB) oversees the Northwest Tribal Epidemiology Center (NWTEC), where the Good Health and Wellness in Indian Country (GHWIC) funded, WEAVE-NW Project is housed. The Health Educator will support WEAVE-NW team and NW Tribes address chronic health disease prevention in Tribal communities. For more information about the NPAIHB and the NWTEC, please see www.npaihb.org.

Job Summary: The Health Educator will assist Tribes with chronic disease subject matter expertise including commercial tobacco cessation and prevention, heart disease and stroke and diabetes prevention. The Health Educator will provide technical assistance to Tribal subawards including the development and monitoring of annual workplans that utilize policy, system and environment strategies; implementing evaluation plans developed by the Evaluation Specialist and providing other content technical assistance as needed. The Health Educator will coordinate health education training and communication activities.

The Health Educator will also carry out administrative duties including maintaining project files, records and forms; participant in subaward recruitment efforts; entering month activity and evaluation data, and contributing to reports.

Essential Functions:

1. Content Development and Dissemination
 - Research and gather evidence-based tobacco cessation, prevention, and second-hand smoke educational materials, on-line and through WEAVE-NW resources.
 - Develop and revise project materials before dissemination with focus on the cultural applicability and cultural competency of resources.
 - Develop media such as public service announcements, ads, and flyers to announce trainings, prevention opportunities, and events
 - Disseminate written information including training packets, manuals, and other documents.

2. Technical Assistance and Trainings
 - Provide capacity-building assistance to tribes
 - Assist tribal health staff with tobacco prevention activities aligned with WEAVE-NW objectives.
 - Assist sub award Tribes with developing and evaluating annual workplans.

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- Develop training programs and presentations based on evidence-based curriculum that can be culturally adapted.
 - Organize trainings in collaboration with other NWTEC projects.
3. Outreach and Networking
- Establish and maintain a communication network with Northwest Tribes.
 - Coordinate with other WEAVE-NW staff attend weekly team meeting, monthly meetings subaward meetings, monthly CDC strategy meetings and other regional workgroup or coalitions
4. Administrative Activities:
- Maintain a well-organized electronic filing system for project documents and computer files and maintain a well-organized hard copy filing system.
 - Work with Project Coordinator to update project website.
 - Use word processing, graphics and publishing programs, databases, and other computer programs to prepare correspondence, proposals, reports, etc.
 - Make own travel and meeting arrangements with the finance personnel per NPAIHB protocol.
 - Respond to requests for project specific information.
 - Respond to telephone and email inquiries.

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 Degree required with some college credit in health-related field preferred.

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- Two or more years of experience working with tribal communities, tribal organizations or other Indian organizations. Experience with NW tribes is preferred.
- Two or more years of experience researching, developing and disseminate health education materials.
- Two or more years of experience developing, facilitating, or instructing trainings, preferably with a tobacco or chronic disease focus.
- One or more years of experience developing, implementing and evaluating workplans for program, sub awards or special project workplans.
- Working knowledge of Word Press, Microsoft Office programs including Outlook, Excel, Power Point, and Word.
- Experience using design and publication applications such as Canva, InDesign, Pic Monkey, Piktochart.
- Knowledge of and experience providing content for websites and social media pages
- Experience working in a team, workgroup, committee or coalition
- Proficient spelling and grammar skills.
- The ability to proofread written materials accurately.
- 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
- Must be able to travel, as requested.

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.

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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: Regional travel is required 3-4 times per year. Overnight travel outside of the area is required 1-2 times per year.

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

SEND RESUME AND APPLICATION TO:

Andra Wagner

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