

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: 10/14/22

Job title: Tribal Tobacco Oregon Manager

Project: OHA Tobacco Prevention

Reports to: OHA Project Director

Salary Range: 63-70K DOE

Department: NWTEC

Status: Exempt, Salaried

Classification: Full-Time, Regular

Funding Duration: 9/29/2024

Location: Portland, Oregon

Job Summary:

The Tribal Tobacco Oregon Manager's primary responsibility is to oversee the Northwest Tribal Tobacco Prevention Project focusing on work with the nine tribes of Oregon, NARA, and NPAIHB member tribes. Responsibilities may include: 1) development, coordination, and facilitation of tobacco prevention meetings, conferences, and trainings; 2) strategic planning and implementation of tobacco cessation activities and clinical flows 3) Provide project support including a variety of tobacco cessation models 5) assist tribes with subject matter expertise for tobacco cessation, prevention, and treatment 6) provide OHA budget management.

The project manager will work with OHA Project Director, Northwest Tribal Cancer Project, Western Tribal Diabetes Project, and the WEAVE tobacco health educator to achieve the goals and objective of tribal partners. The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington. This grant focuses on Oregon tribes and NARA

Essential Functions:

Coordination of Training, Conference and Meeting:

- Coordinate and facilitate trainings and meetings for Oregon tribes, NARA, NW tribes, tribal partners, tobacco experts and other external partners
- Work with tobacco subject experts to coordinate cessation, clinical, nicotine replacement and prevention trainings
- Coordinate with OHA AI/AN Quitline support for updates and continued meetings and discussion of quit line reports.

Project Development:

- Develop a tobacco cessation assessment to determine tribal cessation needs and trainings
- Develop a training flow sheet for outlining cessation trainings, and gaps
- Develop clinical flows for tobacco cessation in tribal clinics
- Collaborate with project staff and tribal staff a central folder with resources and tribal materials.
- Facilitate learning collaborative for tribal programs to share successes, challenges, and strategies
- Work with tribal THD, clinic staff and OHA staff to provide updated and useful reimbursement and billing information for tobacco cessation and treatment
- Work with local, regional and national partners toward expansion and support of tobacco efforts.

Grantee Partnership and Outreach

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- Work with and Project Director and community tobacco coordinator to develop annual workplan and training schedule
- Work with PD and Community tobacco coordinator to provide feedback for tribal tobacco workplans.
- Coordinate with evaluation specialist to assist tribes in developing an evaluation plan and track success

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Provide Technical Assistance

- Provide subject matter expertise to partner tribes including tobacco prevention, cessation, treatment, clinical flows and resources.

Project Support:

- Manage updated contact list for tribal clinics and tobacco prevention coordinators
- Contribute to preparation of technical reports for the public or for presentations.
- Manage/oversee project-related trainings, resources, and assessments
- Contribute to the development, oversight and maintenance of budget

Other duties:

- Collaborate with other NPAIHB programs to meet related goals and objectives, with supervisor approval.
- Perform other duties as assigned by the Executive, 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:

- Master's degree preferred
- 5 years of experience in health promotion/disease prevention programs
- Supervisory experience.
- Two to four years' experience working with tribal communities or tribal organizations. Experience with tribal clinics preferred.
- Experience in project coordination, planning and budget.
- Experience 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.

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- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Exhibit excellent written and oral 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.
- A strong and demonstrated record for good attendance.
- 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
- Be a resident of Oregon State

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, and 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 to Oregon Tribal communities required, travel outside of Portland is occasionally required. Overnight travel to Oregon tribes 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,

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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 are available online at www.npaihb.org

SEND RESUME AND APPLICATION TO: HR@npaihb.org