

MEMORANDUM

DATE: September 4, 2020

TO: Northwest Portland Area Indian Health Board (NPAIHB) Delegates, Tribal Health Directors and Tribal Chairs

FROM: Laura Platero, NPAIHB Executive Director

RE: Weekly NPAIHB “News and Information”

**To view a bulletin of interest, click on a title below*

NPAIHB Delegates, Tribal Health Directors, Tribal Chairs

- Funding Announcement – 202 SUB-AWARDEE FUNDING APPLICATION GOOD HEALTH & WELLNESS IN INDIAN COUNTRY WEAVE-NW

NPAIHB Delegates, Tribal Health Directors

- Save the Date – NPAIHB QUARTERLY BOARD MEETING, Zoom meeting, October 19-21, 2020
 - Agenda
- Save the Date – WE ARE CONNECTED. We need you here. World suicide Prevention Day is September 10th.
- Save the Date – Maternal & Child Health (MCH) ECHO, Thursdays via ZOOM (once a month) beginning September 24, 2020, 12:00 p.m. to 1:00 p.m.
- Job Posting – Government Affairs Director, NPAIHB, Portland, Oregon
 - NPAIHB Standard Application Form
- Job Posting - Health Policy Analyst, NPAIHB, Portland, Oregon
 - NPAIHB Standard Application Form
- Job Posting – TOR Project Specialist, NPAIHB, Portland, Oregon
 - NPAIHB Standard Application Form
- Job Posting – Two Spirit LGBTQ Program, NPAIHB, Portland, Oregon
 - NPAIHB Standard Application Form
- Tribal Digest – Issue 232

2020 SUB-AWARDEE FUNDING APPLICATION GOOD HEALTH & WELLNESS IN INDIAN COUNTRY WEAVE-NW

Through the *Good Health and Wellness in Indian Country* (GHWIC) initiative, the Northwest Portland Area Indian Health Board (NPAIHB) began the Wellness for Every American Indian to Achieve and View Health Equity (WEAVE-NW) Project at the Northwest Tribal Epidemiology Center (NWTEC).

WEAVE-NW is able to provide **5 subcontracts of up to \$25,000 each** to federally recognized Tribes in Idaho, Oregon, and Washington that are seeking to implement systems, policy or environment change (PSEs) approaches to address the following health areas:

1. Obesity – Food Systems Change
2. Obesity – Breastfeeding Promotion and Support
3. Commercial tobacco use

It is important to note that this funding **must be used** for policy, system, or environment (PSE) change. The focus is on upstream, sustainable change at the community level as opposed to programs which impact one individual at a time. Applicants should ensure their activities include PSE approaches.

For more information on PSE approaches, please see attachment following the application.

Applicants are welcome to contact the WEAVE-NW team with proposal ideas for guidance between **August 17th and September 30th**. To arrange a call with one of our content experts, please contact the WEAVE-NW Project Assistant, Chelsea Jensen, at cjensen@npaihb.org or 503-975-0921.

To submit your completed application or for additional information please contact:

Email: weave@npaihb.org

Phone: 503-975-0921

2020 SUB-AWARDEE FUNDING APPLICATION GOOD HEALTH & WELLNESS IN INDIAN COUNTRY WEAVE-NW

WEAVE-NW 2020 Funding Request for Applications

Funding Amount:

- \$25,000 total including indirect costs

Date of issuance:

- August 17, 2020

Applicant Information:

- Information meeting Tuesday August 25th at 1PM
- Meeting URL: <https://echo.zoom.us/j/5034163275>
- Phone 1-tap: US: [+12532158782](tel:+12532158782), [5034163275#](tel:+13462487799) or [+13462487799](tel:+13462487799), [5034163275#](tel:+13462487799)
- Open question period: August 17th – September 30th 2020

Applications Due:

- September 30th, 2020

Anticipated Notice of Award by:

- October 15, 2020 (note that final award issuance will depend on CDC review and approval)

Issuing Project:

- WEAVE-NW, Northwest Tribal Epidemiology Center

Funding Requirements

- Recipients must represent one or more of NPAIHB's 43 member Tribes.
- Recipients must utilize funding to implement activities related to health prevention policies, health systems, or built environment approaches as described in the outcomes section.
- Recipients must participate in evaluation activities to be determined upon award.
- This opportunity is for one year of funding.

Funding Restrictions (from CDC)

Restrictions that must be considered while planning the project and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care.
- Recipients may use funds only for reasonable project purposes, including personnel, travel, supplies, and services.
- Recipients may not use funds to purchase furniture, equipment, or clinic/patient supplies.
- Salaries, if requested, are restricted to project activities.
- Recipients may not use funds to break ground, however use of funds for salaries or for temporary equipment may be used (inquire for specific details).

Funding Agreement

All funded Tribes will need to sign a Contract Agreement with the NPAIHB. This will include a commitment to work with the WEAVE-NW Project Evaluation or other staff (the level and types of evaluation will be specific to each proposed implementation activity). At the end of your project you will

2020 SUB-AWARDEE FUNDING APPLICATION GOOD HEALTH & WELLNESS IN INDIAN COUNTRY WEAVE-NW

be requested to complete a concluding project activities and evaluation report (the template will be provided to you). **All project activities and invoicing must be completed by September 15, 2021**

Application Instructions

Completed Application will include:

- Brief Project Narrative (details below)
- Project Activity Area (check **one** area under which your project falls in section below)
- Budget Justification and details (financial sheet detailing expenditures of funding below)
- Workplan and evaluation measures
- Letter of Support or if required by Tribe, a Tribal Resolution

Tribe	
Agency Name	
Full Location Address	
Full Mailing Address, if different	
Program/Subcontract Contact Name	
Telephone Number	
E-mail	
Amount of Funding Requested	

2020 SUB-AWARDEE FUNDING APPLICATION GOOD HEALTH & WELLNESS IN INDIAN COUNTRY WEAVE-NW

Project Narrative

Briefly describe how the WEAVE-NW funds will be used within your community (**no more than 2 pages**). This award is for one year.

In your project narrative, please include:

1. Background of the health challenge your project will address in your community.
2. The target population.
3. Purpose and overall objective.
4. An overview of the activities to be completed. If social distancing is required, please include how these activities will be adapted.
5. Capacity and strengths of existing programs to carry out activities.
6. A workplan including outcome for the funding period. (form attached)



2020 SUB-AWARDEE FUNDING APPLICATION GOOD HEALTH & WELLNESS IN INDIAN COUNTRY WEAVE-NW

Project Activity Area

Funded activities must fall within **one** of the following activity areas. Please select **one** area of primary focus for your proposed activities.

Obesity Prevention – Food Systems Change

Projects under this activity area seek to prevent obesity through improving access to healthy and traditional foods. Food sovereignty and food systems change-focused activities should select this area.

Potential projects include:

- Food code development to distribute food at farmers' markets, schools, childcare settings, tribal enterprises, etc.
- Developing and/or expanding community gardens or model farms.
- Restoring traditional food habitats.
- Food sovereignty or traditional/healthy foods media or education, if in support of the PSE change activities listed above.

While not required, if one has not already been completed, applicants can include conducting a baseline Food Sovereignty Assessment part of their activities. WEAVE-NW can provide training and technical assistance to support this work.

Applicants under this area are encouraged to participate in the Northwest Tribal Food Sovereignty Coalition.

Upon award, WEAVE-NW evaluation team will work with recipients to create performance measures that align with their chosen activities and assist in identifying available and feasible data for these measures within the community. Although specific outcomes will depend on the details of the project, all projects under this area must have a medium-term goal of **increasing the number or percentage of places offering healthy/traditional foods within the community.**

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Obesity Prevention – Breastfeeding Promotion and Support

Projects under this activity seek to prevent obesity through increasing continuity of care/community support for breastfeeding. Potential projects include:

- Developing or expanding peer breastfeeding counselor training/programs.
- Establishing connections and/or MOU between hospitals and tribal clinics, WIC, or other partners to increase access to baby friendly and culturally competent birthing rooms for tribal mothers and strengthen connection between pre-natal care, delivery, and tribal services for new mothers .
- Developing tribal policies to support and encourage breastfeeding, e.g. paid breaks for milk expression.
- Breastfeeding media and education campaign (preferably based on assessment of community needs).

While not required, if one has not already been completed, applicants may include conducting a baseline Breastfeeding Assessment part of their activities. WEAVE-NW can provide training and technical assistance to support this work.

Applicants under this area are encouraged to participate in the Northwest Tribal Food Breastfeeding Coalition.

Upon award, WEAVE-NW evaluation team will work with recipients to create performance measures that align with their chosen activities and assist in identifying available and feasible data for these measures within the community. Although specific outcomes will depend on the details of the project, all projects under this area will have the short-term goal of **increasing the number of places that implement culturally-adapted continuity of care/community support strategies to promote and support breastfeeding** and a medium-term goal of **increasing the number of mothers who use these services.**

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Commercial Tobacco Prevention/Control

Projects under this activity seek to reduce the prevalence of commercial tobacco use tobacco-free policies and practices. Potential projects include:

- Implementing commercial tobacco-free policies/flavored vape restrictions.
- Providing commercial tobacco cessation training for community providers and clinical staff.
- Improving health system to increase screenings and referrals to commercial tobacco cessation treatment.
- Creating tribal cessation training in conjunction with IHS.
- Incorporating traditional cultural activities/medicines into tobacco cessation programs.
- Developing education and/or media campaigns around commercial tobacco/vaping health risks, if in support of the PSE change activities listed above.

While not required, if one has not already been completed, applicants may include conducting a baseline assessment of tobacco and vaping/e-cigarette use, clinical tobacco programs and/or community resources part of their activities. WEAVE-NW can provide training and technical assistance to support this work.

Upon award, WEAVE-NW evaluation team will work with recipients to create performance measures that align with their chosen activities and assist in identifying available and feasible data for these measures within the community. Although specific outcomes will depend on the details of the project, all projects under this area will have the medium-term goal of **increasing the number of places in the community that implement commercial tobacco-free policies OR increasing the number of commercial tobacco users who receive cessation interventions.**

2020 SUB-AWARDEE FUNDING APPLICATION GOOD HEALTH & WELLNESS IN INDIAN COUNTRY WEAVE-NW

Budget

Applicants are required to submit a **one-year budget of no more than \$25,000**.

Applicants should complete the budget template below including a brief budget on the right.

If needed, personnel, with the exception of consultants, contributing their time to the project should be listed on lines 1 and 2.

- Title
- Salary
- Fringe benefits
- Time spent on this project as a proportion of one full time equivalent (FTE)
- Role and responsibilities within the project

On line 3, consultants brought in to support the project, number of hours anticipated and total contract amount, and the roles/responsibilities of the contractor within the project should be listed.

Each piece of equipment to be purchased should be listed on line 4, along with a justification of need within the project. Equipment costing less than \$5,000 should be included in the supplies category. Note that total cost for pre-fabricated structures such as greenhouses, raised garden beds and sheds must be less than \$5,000 and cannot involve new construction such as poured concrete, permanent lighting, plumbing or heated/cooled space.

Training costs should be listed on line 5 with justification of need within the project.

Supplies should be listed on line 6, along with justification of need within the project. Routine office supplies can be listed as one item. Note that live animals cannot be purchased with CDC funds. Note that funding cannot be used to buy clinical supplies. Supplies may include items needed to extend activities via on-line platforms or other methods required to accommodate COVID-19 requirements.

Estimated cost of travel, purpose of travel, and title/roles of staff members who will be travelling should be listed on line 6, along with justification of need relative to the project goals. Travel expenses should not exceed GSA rates.

Indirect expenses should be listed on line 13.

**2020 SUB-AWARDEE FUNDING APPLICATION
GOOD HEALTH & WELLNESS IN INDIAN COUNTRY WEAVE-NW**

Itemized Costs		Justification	
Salary and Wages			
Fringe Benefits			
Consultant Costs			
Equipment			
Training			
Supplies			
Travel			
Deliverable Cost	<enter description>		
Other	<enter description>		
Other	<enter description>		
Other	<enter description>		
Subcontract Costs			
TOTAL DIRECT COSTS			
Indirect Costs (\$)			
TOTAL INDIRECT COSTS			
TOTAL FOR CONTRACT			

WEAVE NW Workplan: Please complete the workplan template below for detailed overview of activities, timeline, resources, and evaluation criteria

Project						
Goal (PSE):						
Rationale for priority area:					Number of People Reached:	
Objective	Activities	Timeline (Include Deadlines & Benchmarks)	Staff & Collaborators	Ongoing Program? (Yes or No, if Yes please describe how these activities will extend and further support current work)	Evaluation Outcomes	Evaluation Tracking Measures



Northwest Portland Area
Indian Health Board
Indian Leadership for Indian Health

QUARTERLY BOARD MEETING
Zoom Meeting

October 19-21, 2020

AGENDA

MONDAY OCTOBER 19, 2020

2:00 PM - 5:00 PM | Health Director's Meeting

TUESDAY OCTOBER 20, 2020

8:30 AM | Call to Order
Invocation
Welcome
Posting of Flags
Roll Call

9:45 AM - 11:30 AM | General Session

1. Approve Agenda
2. Future Board Meeting Sites:
 - *January 19 – 21, 2021 Portland, OR (tentative dates)*
 - *April 20 – 22, 2021 Toppenish, WA hosted by Yakama Nation (tentative dates)*
 - *July 20 – 22, 2021, TBD*
 - *October 19 – 21, 2021, TBD*
3. Review and Approve January QBM Minutes
4. Chairman's Report
5. NPAIHB Executive Director Report
6. Financial Report
7. IHS Area Director Report

11:30 AM – 12:30 PM | **LUNCH**

12:30 PM | Committee Meetings (*Virtual Rooms*)

- New Delegates
- Elders
- Veterans
- Public Health
- Behavioral Health
- Personnel
- Legislative/Resolution
- Youth



**Northwest Portland Area
Indian Health Board**
Indian Leadership for Indian Health

QUARTERLY BOARD MEETING
Zoom Meeting

October 19-21, 2020

AGENDA

2:00PM – 4:00 PM

General Session

- Legislative Update and Policy Update
- CHAP Policy Update

WEDNESDAY OCTOBER 21, 2020

8:30 AM	Call to Order Invocation
8:45 AM – 10:00 AM	[Leg Placeholder]
10:00AM – 11:00 AM	Epi Center Update & COVID-19 Response
11:00 AM – 12:00 PM	Project Updates
12:00 PM	LUNCH
1:00 PM – 4:00 PM	General Session <ul style="list-style-type: none">• Committee Reports Recommendations• FY 2021 Operating Budget• Resolutions

WE ARE CONNECTED.

we need you here.

World Suicide Prevention
Day is September 10th.

You ARE a gift
from the creator.

You will PASS
on our traditions.

#WeNeedYouthere

I've been there.
We will get
through this
together.

#WeNeedYouthere

We know you are in pain.
We can heal together.

#WeNeedYouthere

My life matters.
I am here for a reason.
My story has just begun.

If you or someone you know has been showing signs of suicide, please get help. Contact a trusted adult, clergy member, spiritual advisor, healer, elder, health professional or the national suicide prevention crisis line at 1-800-273-TALK (8255) or text START to 741741 to chat via text.

To learn more, visit www.wernative.org or www.SuicidePreventionLifeline.org.

#WSPD
#suicideprevention

THRIVE
www.npaihb.org

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INDIAN COUNTRY ECHO



2020 - 2021 SERIES

Maternal & Child Health (MCH) ECHO

The MCH ECHO Clinic will cover topics such as: Maternal health and COVID-19, Immunizations, Breastfeeding, Opioid and substance use disorders, Behavioral and mental health, Care for children with disabilities

**THURSDAYS VIA ZOOM (ONCE A MONTH)
BEGINNING SEPTEMBER 24, 2020
12:00 PM TO 1:00 PM**

REGISTER FOR THE SERIES HERE:

<https://www.indiancountryecho.org/program/maternal-and-child-health>



COMMUNITY OF PRACTICE 2020-2021 Schedule

- Sept. 9, 2020** Preparing & Planning for Virtual and In-Person Learning
- Oct. 14, 2020** How to Support Youth Living in Domestic Violence Households
- Nov. 18, 2020** Mental Health & Wellness: Suicide Prevention
- Dec. 9, 2020** How to Support Youth through COVID-19
- Jan. 13, 2021** Substance Misuse and Help-seeking Skills
- Feb. 10, 2021** Connecting our Past to our Present Re-traumatization
- March 10, 2021** Culture as Prevention
- April 14, 2021** Supporting Youth Identity: We R Native!
- May 12, 2021** Circles of Support: Create a Q&A Service like "Ask Auntie/Ask Uncle"
- June 9, 2021** 2SLGBTQ: Level up the Inclusion
- July 14, 2021** Text Messaging Campaigns

We welcome you to join in Healthy Native Youth's Community of Practice monthly virtual gatherings that include new resources and opportunities to engage with topical experts and others!

HealthyNativeYouth.org contains health promotion curricula and resources for American Indian and Alaska Native youth. The site is designed for tribal health educators, teachers, and parents - providing the training and tools needed to access and deliver effective age-appropriate programs.

**Second
Wednesday of
Every Month**

10-11:30 A.M. PST



HEALTHY
NATIVE
YOUTH

How to Join:

Access the link via

[HealthyNativeYouth.org
/communityofpractice](https://HealthyNativeYouth.org/communityofpractice)

or

Text: **HEALTHY** to **97779** to
receive monthly reminders

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

Job Title: Government Affairs Director
Reports To: Executive Director
Department: Program Operations
Salary: \$95,000-\$115,000 DOE

Status: Salary, Exempt
Classification: 1.0 FTE, Regular w/ benefits
Location: Portland, Oregon

Job Summary: The Government Affairs Director (Director) provides support to the Executive Director and 43 Tribes of Idaho, Oregon and Washington (Northwest Tribes) by serving as the primary resource for federal and state policy information; ensures that Northwest Tribes have the information and resources to advocate on health policy issues affecting their tribes and citizens; ensures that federal and state government representatives are informed about Northwest Tribes health policy priorities and programs; and oversees projects to increase the number of American Indians/Alaska Natives in healthcare and health policy.

The Director must have excellent communication skills, both verbal and written, and the ability to take complex health policy information (legislation, regulations and other policy) and summarize the information into clear and concise policy documents for Northwest Tribes. Policy analysis and writing test will be administered during the interview process. The Director must also be an exceptional leader who can strategize on policy and program matters with staff to accomplish priorities.

NPAIHB's offices are located in Multnomah County. NPAIHB is following local directives as to COVID-19 for businesses, and federal, state and tribal directives. When restrictions are, this job requires extensive travel within the Northwest and to Washington, DC, occasional travel to other locations for national meetings. Discretion, good judgment and ability to handle confidential information are required since this position is part of the health policymaking effort of Northwest Tribal Leaders.

This position is funded through a P.L. 93-638, Indian Self-Determination and Education Assistance contract with the Indian Health Service.

Essential Functions:

1. Works with Northwest Tribes (tribal leaders, delegates and tribal health directors) and Executive Director to set and implement annual legislative and policy priorities
 - Updates priorities throughout the year as directed by Northwest Tribes
 - Coordinates meetings with staff serving as technical advisors to Northwest Tribal leaders to track and discuss policy priorities
 - Provides guidance and support to the Executive Director and staff on changing developments in health programs, policies, regulations and legislation (including HHS and IHS appropriations) that may require NPAIHB's quick attention and action
 - Coordinates tribal consultations, meetings and conference calls for Northwest Tribes and Executive Director to further priorities or address emerging issues
 - Coordinates with Executive Director on legislative strategy and meetings
 - Prepares quarterly report of activities for the Board and IHS

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

2. Serves as a clearinghouse for information on state and federal health programs, policies, regulations, legislation (including HHS and IHS appropriations) and other policies impacting the Indian health system
 - Develops and maintains on-going communication between NPAIHB, tribes, the Indian Health Service, and other federal and state governmental agencies
 - Researches, reviews and tracks state and federal legislation (including HHS and IHS appropriations), regulations, other policies, and news sources (including social media) pertaining to health care that impacts the Indian health system
 - Prepares timely written analyses of Indian health-related policies- legislation, regulations, etc., for distribution to Northwest Tribes
 - Provides technical assistance and/or training on health policy issues as requested, and tracks technical assistance/training
 - Disseminates timely legislative, policy and funding alerts and/or updates
 - Contributes articles to *Health and News and Notes quarterly*, and coordinates content for policy issue
 - Contributes to the weekly mail-out
 - Maintains a database of legislative and policy information
 - Manages Board's web page and ensures timely policy information is posted
3. Represents NPAIHB at national, state, regional/area and tribal level
 - Attends meetings and conferences, and serves on committees and workgroups to further NPAIHB legislative and policy agenda and to support special programs
 - Attends meetings of the Affiliated Tribes of Northwest Indians and the National Congress of American Indians and presents legislative and policy updates and/or resolutions; and attends meetings of the National Indian Health Board
 - Attends HHS Region 10 Tribal Consultation and HHS Annual Tribal Budget Consultation
 - Participates in state specific tribal meetings
 - Prepares well-written materials for meetings including position papers, talking points, one pagers or other documents
 - Prepares effective and well-written presentations that requires public speaking skills
4. Manages and develops special programs to increase the number of American Indians/Alaska Natives working in health policy
 - Develops funding and program development plan with Executive Director to increase number of American Indians/Alaska Natives working in health policy
 - Provides skills building opportunities for staff in health policy analysis
5. Serves as a member of the Management Team
 - Participates in Board short, long and strategic planning.
 - Works to make efficient use of all human and financial resources, integrate programs and services, and provides coordination of organizational priorities
 - Works collaboratively to create an organization that is proactive, and able to process decisions, authorizations, transactions and services effectively, efficiently and consistently

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

- Assists in the review of Request for Proposals (RFP) to determine appropriateness and priority for investing NPAIHB resources and commitment to bring the proposed service to the NPAIHB
 - Assists with special projects as assigned by the Executive Director
 - Monitors and reports on finances, program accomplishments, workload trends and needs, and unmet needs
6. Provides supervision of assigned staff
- Supervises the Health Policy Analyst
 - Evaluates the performance and expectations of all assigned personnel
 - Ensures program personnel comply with organizational policies, procedures and directives
 - Coaches employees and identifies and coordinates their training and development needs

Additional Functions:

- Performs other duties and assignments as directed by the Executive Director
- Prepares a Monthly Activity Report (MAR) at the end of each month

Standards of Conduct:

- Consistently exhibits professional behavior and a high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position
- Consistently displays professional work attire during normal business hours and virtual meetings
- Effectively plans, organizes workload, and schedules time to meet workload demands
- Maintains a clean and well-organized office environment.
- Expected to exercise judgment and initiative in performance of duties and responsibilities.
- Works in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treats NPAIHB delegates/alternates and American Indian/Alaska Native people with dignity and respect and shows consideration by communicating effectively.
- Participates willingly in NPAIHB activities.
- Abides by NPAIHB policies, procedures, and structure.
- Researches and with the approval of supervisor, attends trainings as needed to improve skills that enhance overall capabilities related to job performance.

Required Qualifications:

- Graduate degree in public policy, public administration, public health, law or related field.
- Five years of specific work experience which includes the preparation of written analyses of policies, legislation, regulations etc.
- In depth knowledge of Indian health policy and legislation, including the Affordable Care Act, Medicaid/CHIP and Medicare
- Knowledge of other HHS programs (SAMHSA, CDC, HRSA) and VA program
- In-depth understanding of state and federal budget/ appropriations as well as legislative and regulatory processes.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

- Strong, proactive project management skills with solid experience in managing and coordinating projects, policy analysis and advocacy.
- Experience successfully creating new projects.
- Must have excellent writing and public speaking skills
- Experience working for a tribe or tribal organization.
- Experience managing employees.
- Create, flexible, creative, energetic, hard-working and unafraid of challenges.
- 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 have the ability to utilize Microsoft Office (Word, Excel and PowerPoint) software and the Internet and Constant Contact.
- 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. 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: Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives. In the future, when travel is not restricted, extensive travel is required for this position in the Northwest and nationally.

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.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

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.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

Human Resources Manager

Email: HR@npaihb.org

11. EDUCATION, beginning with most recent. **An attached copy of degree or certificates earned is required.**

College or University	From	To	Credits earned	Major/minor	Degree earned	Year
High School attended:					Graduated? Yes/No	Year
GED completion through:					Yes/No	

Other schools or training: vocational, armed forces, trade, etc. For each give the name, location, dates attended, subjects studied, number of classroom hours, certificates or credits earned. If needed, continue on last page of application.							
Name and Location	From	To	Area of study	Credits earned	Certificate earned	Year	

12. COMPUTER and other office machine experience, training. Please name the software with which you have experience in the following areas:

TASK	Name of software	Level of expertise 0-5, (5 being master/high)
Word processing		
Spreadsheet set-up and usage		
Office Email system experience		
Data Management		
High level data analysis		
Photo-text slide presentations		
Preparation of brochures, flyers		
Other (fax, copier, scanner, etc.)		

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

13. EMPLOYMENT HISTORY, beginning with most recent

May inquiry be made of your current employer regarding your character, qualifications, and record of employment? NO YES With advance notice to applicant
 (A "no" will not affect your consideration for employment opportunities)

A.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor: Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

B.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor: Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

C.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

D.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

E.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

14. **Special qualifications and skills** (relevant publications, public speaking experience, membership in a professional or scientific society, etc.) Use additional pages if needed.

15. **HONORS, AWARDS, AND FELLOWSHIPS RECEIVED:**

16. **REFERENCES:** List 3 persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Please ensure that telephone numbers are current.

Name	Phone Number	Occupation
1.		
2.		
3.		

YOU MUST SIGN THIS APPLICATION. Read the following three parts carefully before you sign:

- A false statement on any part of this application may be grounds for not hiring me, or firing me after I begin work. I understand that any information I give may be investigated as allowed by law or Presidential order.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

- In consideration of NPAIHB’s review of my application for employment, I hereby authorize NPAIHB and its agents to investigate my background as it pertains to employment considerations. This may include, but is not necessarily limited to, investigation of past employers/supervisors, personal references, educational institutions, criminal records/background checks, motor vehicle records and information contained in public records. I consent to the release of information to NPAIHB, by all persons and sources of information and their agents, relative to such investigation. I hereby release all such persons and sources of information and their agents from any liability or damages on account of having furnished information to the NPAIHB, and release the NPAIHB and its agents from any liability or damages on account of having conducted the investigation.
- I certify that, to the best of my knowledge and belief, all of my statements contained in my employment application and any attached documentation are true, correct, complete and made in good faith.

SIGNATURE

DATE

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, national origin, sex, creed, age, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.

This is additional space for continuation of description of duties, responsibilities, etc., as needed. Please indicate which position you are describing.

**Please submit your completed form to: Human Resources Manager
Northwest Portland Area Indian Health Board
2121 SW Broadway, Suite 300
Portland, OR 97201
Or FAX to: 503-228-8182
Or Email to: HR@npaihb.org**

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

Job Title: Health Policy Analyst
Reports To: Government Affairs
Director
Starting Wage: \$75,000-\$90,000 DOE

Status: Exempt, Salaried
Classification: 1.0 FTE, Regular
Location: Portland, OR

Job Summary: The Northwest Portland Area Indian Health Board (NPAIHB) provides health care advocacy on behalf of the 43 Tribes of Idaho, Oregon and Washington. The Policy Analyst supports the Government Affairs Director and performs policy research, analysis, and development on American Indian/Alaska Native health, behavioral health, Medicaid/CHIP, Medicare, and veteran issues. This includes reviewing and interpreting federal and state policy; conducting research; analyzing data to determine policy options and impacts; developing policy recommendations; developing high quality legislative and policy documents for Northwest Tribes; and working individually and with other staff under direction of the Director of Government Affairs. This position is fast paced, often with multiple deadlines to manage.

Policy analysis and writing test will be administered during the interview process.

NPAIHB's offices are located in Multnomah County. NPAIHB is following local directives as to COVID-19 for businesses, and federal, state and tribal directives. When restrictions are lifted, this job requires extensive travel within the Northwest and to Washington, DC, occasional travel to other locations for national meetings. Discretion, good judgment and ability to handle confidential information are required since this position is part of the health policymaking effort of Northwest Tribal Leaders.

This position is funded through a P.L. 93-638, Indian Self-Determination and Education Assistance contract with the Indian Health Service.

Essential Functions:

1. Assists Government Affairs Director with maintaining ongoing communication between NPAIHB, the Indian Health Service, tribes and other governmental agencies and tribal governments
 - Prepares bi-weekly tracker of federal legislation, regulations, memoranda and other policy documents
 - Prepares list of important Indian health policy calls
 - Assists with legislative alerts and legislative updates
 - Assists with articles to Health and News and Notes
 - Assists with updating legislation/policy information on Board's webpage
 - Assists with gathering information for weekly mail-out
 - Scans internet sites and the media to provide information to tribes on health issues
 - Assists with social media posts as to policy information
2. Works with Government Affairs Director to provide timely Indian health policy information to Northwest tribes.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

- Analyzes federal and state laws, rules, regulations, and guidance relating to Indian health and behavioral health, Medicaid/CHIP, Medicare and veterans
 - Develops Indian health high quality legislative and policy documents (e.g., white papers, background papers, briefings, resolutions, testimony, comments, timelines, tables, charts, presentations, talking points, articles memoranda, etc.)
 - Works with Northwest Tribes to request input on policies and determine impact on Northwest Tribes
 - Takes notes at meetings and provides meeting minutes as requested
 - Contributes to NPAIHB database of legislation and policy information
3. Participates in policy meetings (virtual/in person, conference calls and webinars) and conferences with federal, state and tribal representatives
- Sets up policy meetings with federal, state and tribal representatives as requested
 - Prepares meeting schedules and agendas as requested
 - Tracks follow-up items from policy meetings
 - Attends quarterly Board meetings and other meetings and conferences related to Indian health concerns as assigned
 - Conducts and makes presentations at national, regional and local conferences as assigned
 - Facilitates discussions at national, regional and tribal meetings and conferences as assigned
4. Provides technical assistance to Northwest Tribes at national, regional and local conferences on health policy issues as assigned
- Tracks requests for information from federal, state and tribal representatives
 - Responds to requests for information as assigned
 - Prepares Indian health legislative and policy information for Northwest Tribal leaders as assigned
 - Briefs Northwest Tribal Leaders on Indian health legislative and policy issues as assigned
5. Works with Government Affairs Director to make efficient use of Board resources and organizational priorities
- Assists with preparation of quarterly report of activities for the Board and IHS
 - Works closely with co-workers to identify policy options to ensure alignment with services and programs, and impacts based on research and data
 - Works cooperatively with other NPAIHB staff in a team atmosphere that promotes the mission of the Board

Additional Functions:

- Performs other duties and assignments as directed by the Government Affairs Director
- Prepares a Monthly Activity Report (MAR) at the end of each month

Standards of Conduct:

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

- 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 or during any virtual meeting
- 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 American Indian/Alaska Native 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

Required Qualifications:

- Graduate degree in public policy, public administration, public health, law or related field
- Two years of specific work experience which includes the preparation of written analyses of policies, legislation, regulations, etc. (Please provide two examples with application)
- Knowledge of Indian health policy and legislation, including the Affordable Care Act, Medicaid/CHIP and Medicare.
- Knowledge of legislative and regulatory processes
- Knowledge of other HHS programs (SAMHSA, CDC, HRSA) and VA is a plus
- Experience working for a tribe or tribal organization
- Must have good writing and public speaking 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
- Must have the ability to utilize Microsoft Office software (Word, Excel and PowerPoint) and Constant Contact
- Must be able to travel, as requested

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: September 20, 2020

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: Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives. In the future, when travel is not restricted, extensive travel is required for this position in the Northwest and nationally.

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.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

Human Resources Manager

Email: HR@npaihb.org

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

Please note: You may submit a resume/CV in addition to, but not in place of, this signed form.

1. Name: _____
FIRST MIDDLE LAST

Address: _____

_____ CITY STATE ZIP

Primary Phone: _____ Alternate Phone: _____

Email Address: _____

2. Position for which you are applying: _____

3. When will you be available for work? _____

4. If the position requires travel, are you willing to travel (Check One) NO SOME OFTEN

5. Are you at least 18 years of age? NO YES

If you are under 18 years of age, can you provide proof of your eligibility to work? NO YES

6. Are you eligible for employment in the United States? (Proof of identity and eligibility is required for employment.)
 NO YES

7. How did you learn of this position? __referral, __ad Referred by: _____

8. Do you have any relatives who work for the NPAIHB? NO YES

9. **Qualification for Indian Preference:** The following information is required if you request consideration under the Indian Preference Act. **Verification of your tribal enrollment, or documents that show you are a descendant of an enrolled tribal member, must accompany this application.**

_____ TRIBE RESERVATION

_____ Enrollment number or name of enrolled tribal member of whom you are a descendant

10. Are you able to perform the essential functions listed in the announcement of the position for which you are applying, either with or without reasonable accommodations? NO YES
If not, please describe what functions you cannot perform.

11. EDUCATION, beginning with most recent. **An attached copy of degree or certificates earned is required.**

College or University	From	To	Credits earned	Major/minor	Degree earned	Year
High School attended:					Graduated? Yes/No	Year
GED completion through:					Yes/No	

Other schools or training: vocational, armed forces, trade, etc. For each give the name, location, dates attended, subjects studied, number of classroom hours, certificates or credits earned. If needed, continue on last page of application.							
Name and Location	From	To	Area of study	Credits earned	Certificate earned	Year	

12. COMPUTER and other office machine experience, training. Please name the software with which you have experience in the following areas:

TASK	Name of software	Level of expertise 0-5, (5 being master/high)
Word processing		
Spreadsheet set-up and usage		
Office Email system experience		
Data Management		
High level data analysis		
Photo-text slide presentations		
Preparation of brochures, flyers		
Other (fax, copier, scanner, etc.)		

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

13. EMPLOYMENT HISTORY, beginning with most recent

May inquiry be made of your current employer regarding your character, qualifications, and record of employment? NO YES With advance notice to applicant
 (A "no" will not affect your consideration for employment opportunities)

A.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor: Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

B.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor: Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

C.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

D.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

E.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

14. **Special qualifications and skills** (relevant publications, public speaking experience, membership in a professional or scientific society, etc.) Use additional pages if needed.

15. **HONORS, AWARDS, AND FELLOWSHIPS RECEIVED:**

16. **REFERENCES:** List 3 persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Please ensure that telephone numbers are current.

Name	Phone Number	Occupation
1.		
2.		
3.		

YOU MUST SIGN THIS APPLICATION. Read the following three parts carefully before you sign:

- A false statement on any part of this application may be grounds for not hiring me, or firing me after I begin work. I understand that any information I give may be investigated as allowed by law or Presidential order.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

- In consideration of NPAIHB’s review of my application for employment, I hereby authorize NPAIHB and its agents to investigate my background as it pertains to employment considerations. This may include, but is not necessarily limited to, investigation of past employers/supervisors, personal references, educational institutions, criminal records/background checks, motor vehicle records and information contained in public records. I consent to the release of information to NPAIHB, by all persons and sources of information and their agents, relative to such investigation. I hereby release all such persons and sources of information and their agents from any liability or damages on account of having furnished information to the NPAIHB, and release the NPAIHB and its agents from any liability or damages on account of having conducted the investigation.
- I certify that, to the best of my knowledge and belief, all of my statements contained in my employment application and any attached documentation are true, correct, complete and made in good faith.

SIGNATURE

DATE

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, national origin, sex, creed, age, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.

This is additional space for continuation of description of duties, responsibilities, etc., as needed. Please indicate which position you are describing.

**Please submit your completed form to: Human Resources Manager
Northwest Portland Area Indian Health Board
2121 SW Broadway, Suite 300
Portland, OR 97201
Or FAX to: 503-228-8182
Or Email to: HR@npaihb.org**

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 9/18/20

Job Title: TOR Project Specialist
Reports To: Proj. Director & Manager
Starting Wage: \$45,000-\$55,000
(DOE)
Status: Exempt, Salaried

Classification: 1.0 FTE, Regular
Funding duration: 9/1/2020-8/31/2022
Location: Portland, OR (tele-work
during COVID-19)
Closing Date: Sept. 18, 2020

Job Summary: The project support specialist's primary responsibilities are to provide coordination and support for the NPAIHB Tribal Opioid Response (TOR) Consortium. The NPAIHB TOR Consortium will work to address the opioid crisis in tribal communities by increasing capacity to address the complex factors associated with a comprehensive opioid response, including: access to culturally appropriate prevention, treatment and recovery activities with the intent of reducing unmet treatment need and opioid-related deaths, as well as a focus on using cultural and community strengths as prevention.

This position reports directly to the TOR Project Director and Manager. TOR is housed within the Northwest Tribal EpiCenter located at the NPAIHB. Duties include, but are not limited to: organizing consortium calls, meetings, and/or trainings; coordinating communication and development of memorandums of understanding with partner Tribes; drafting and getting contracts signed; working with the project directors and contractors on evaluation and reporting processes; coordinate travel for project staff and any participants if needed; maintain and send out resources/announcements for the TOR listserv and; coordinate all purchasing and travel payments with Finance for the project and staff.

Essential Functions:

- Serve as the primary contact for general project inquiries and communication (promotional material requests, training & presentation requests, etc.)
- Provide capacity-building assistance to the NW Tribes
- Coordinate and prepare planning meetings, trainings, conferences and workshops.
- Compile information about available trainings, funding opportunities, curricula, prevention or treatment resources, model programs, and tribal successes.
- Produce and maintain electronic project correspondence, forms and tracking sheets.
- Develop and maintain database tracking systems pertaining to the project and sub-recipients.
- Develop and maintain relationships with state and local community groups to advocate for tribal issues and interests in TOR3 prevention activities.
- Coordinate calls and reporting system with tribal subcontracts.

Administrative support functions

- Responsible for preparing, initiating and tracking purchasing requests.
- Provide administrative support to the Project Director, Manager, and other project staff.
- Maintain project files, records, and databases.
- Prepare, get input on, and submit Monthly Activity Report (MAR) at the end of each month.
- Develop and maintain relationships with project partners.
- Triage training and technical assistance requests.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 9/18/20

- Work with team to update and disseminate SUD prevention social marketing campaign materials and informational project materials.
- Schedule, participate, and take notes for all meetings.
- Create, proof, and edit multimedia and online content for www.npaihb.org/opioids

Other Duties

- Prepare Contract for Services. Initiate and track.
- Develop flyers, agendas and training packet materials. Serve as the contact resource for project trainings, meetings and conferences.
- Maintain well-organized filing system for documents and computer files.
- Others duties as assigned.

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 and two to four years experience working with tribal communities or tribal organizations
- Experience with clinical education, Indian Health System and ECHO telehealth education
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent writing skills
- 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
- Must be able to travel, as requested.
- Activities must be accomplished with minimal day-to-day supervision.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Job Posting Closing Date: 9/18/20

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: When travel restrictions are lifted and when travel is safe, travel may be needed for this job, up to 25% of time.

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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SEND RESUME AND APPLICATION FORM TO:

Human Resources Manager
Email: HR@npaihb.org

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

Please note: You may submit a resume/CV in addition to, but not in place of, this signed form.

1. Name: _____
FIRST MIDDLE LAST

Address: _____

_____ CITY STATE ZIP

Primary Phone: _____ Alternate Phone: _____

Email Address: _____

2. Position for which you are applying: _____

3. When will you be available for work? _____

4. If the position requires travel, are you willing to travel (Check One) NO SOME OFTEN

5. Are you at least 18 years of age? NO YES

If you are under 18 years of age, can you provide proof of your eligibility to work? NO YES

6. Are you eligible for employment in the United States? (Proof of identity and eligibility is required for employment.)
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7. How did you learn of this position? __referral, __ad Referred by: _____

8. Do you have any relatives who work for the NPAIHB? NO YES

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College or University	From	To	Credits earned	Major/minor	Degree earned	Year
High School attended:					Graduated? Yes/No	Year
GED completion through:					Yes/No	

Other schools or training: vocational, armed forces, trade, etc. For each give the name, location, dates attended, subjects studied, number of classroom hours, certificates or credits earned. If needed, continue on last page of application.							
Name and Location	From	To	Area of study	Credits earned	Certificate earned	Year	

12. COMPUTER and other office machine experience, training. Please name the software with which you have experience in the following areas:

TASK	Name of software	Level of expertise 0-5, (5 being master/high)
Word processing		
Spreadsheet set-up and usage		
Office Email system experience		
Data Management		
High level data analysis		
Photo-text slide presentations		
Preparation of brochures, flyers		
Other (fax, copier, scanner, etc.)		

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

13. EMPLOYMENT HISTORY, beginning with most recent

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B.			
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Name of Supervisor: Phone Number:		Name and Address of Employer:	
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C.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
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D.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
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3.		

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NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

- In consideration of NPAIHB’s review of my application for employment, I hereby authorize NPAIHB and its agents to investigate my background as it pertains to employment considerations. This may include, but is not necessarily limited to, investigation of past employers/supervisors, personal references, educational institutions, criminal records/background checks, motor vehicle records and information contained in public records. I consent to the release of information to NPAIHB, by all persons and sources of information and their agents, relative to such investigation. I hereby release all such persons and sources of information and their agents from any liability or damages on account of having furnished information to the NPAIHB, and release the NPAIHB and its agents from any liability or damages on account of having conducted the investigation.
- I certify that, to the best of my knowledge and belief, all of my statements contained in my employment application and any attached documentation are true, correct, complete and made in good faith.

SIGNATURE

DATE

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This is additional space for continuation of description of duties, responsibilities, etc., as needed. Please indicate which position you are describing.

**Please submit your completed form to: Human Resources Manager
Northwest Portland Area Indian Health Board
2121 SW Broadway, Suite 300
Portland, OR 97201
Or FAX to: 503-228-8182
Or Email to: HR@npaihb.org**

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING CLOSING DATE: SEPTEMBER 18, 2020

Job Title: Two Spirit LGBTQ Program Manager
Projects: Clinical and Community Programs
Reports To: Project Director
Status: Non-Exempt, Hourly
Classification: Part-time (0.6 FTE) with benefits.
Duration: Grant funded through September 2021 (renewed annually)
Salary: \$70,000 – 80,000 DOE

Job Summary: The Two Spirit LGBTQ Program Manager's primary responsibility is to guide the Northwest Portland Area Indian Health Board's Two Spirit LGBTQ Program, with a concentration on research and program building efforts. This position will also support the Two Spirit LGBTQ Outreach Coordinator's role and responsibilities. In collaboration with the Two Spirit LGBTQ Outreach Coordinator and Program Director, this position will be responsible for planning and implementing research and program strategies that utilize indigenous knowledge to promote self-care and advocacy, health prevention and cultural pride and connectedness among Two Spirit and LGBTQ indigenous persons. At this time, this position would lead the following projects: Peer Navigator Curriculum Development and Talking Circle Intervention. This position would provide guidance and assistance to the following projects: National Advocacy Workgroup for Trans Health, Trans Health Strategic Plan, National Two Spirit LGBTQ Survey, Two Spirit/LGBTQ+ Blog, Social Media/Marketing and Education/Outreach for Two Spirit LGBTQ.

The Northwest Portland Area Indian Health Board serves the 43 federally recognized tribes in Idaho, Oregon and Washington.

Essential Functions:

Responsible for functions related to Project:

- Develop research and programing for Two Spirit/LGBTQ projects in coordination with project coordinator and director.
- Recruit, mobilize and develop the health advocacy and leadership skills of Two Spirit/LGBTQ people in the Northwest and across Indian Country.
- Work in collaboration with network of Two Spirit and LGBTQ people to create, coordinate and implement cultural and policy advocacy campaigns to mobilize Indigenous People in support of Two Spirit/LGBTQ health and rights.
- Work in collaboration with Two Spirit/LGBTQ indigenous people and other staff in the organization to create, coordinate and implement cultural and policy advocacy campaigns to mobilize Two Spirit/LGBTQ people in support of comprehensive HIV prevention.
- Create and review material for Two Spirit/LGBTQ blog
- Manage the program's social media pages including Instagram.
- Design, tailor, coordinate and conduct technical assistance, training and capacity building for Two Spirit/LGBTQ-serving health clinics and organizations and tribes in coordination with other organizational staff.
- Conduct presentations, workshops, and/or training institutes for Two Spirit/LGBTQ health and rights at national, regional, and/or local conferences/meetings.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
JOB POSTING CLOSING DATE: SEPTEMBER 18, 2020

- Work with other staff in the organization to formulate work plans, time lines, and activities designed to achieve project goals.
- Cultivate new contacts and linkages to further the program's mission and expand program effectiveness.
- Review, research and update publications, including fact sheets, on Two Spirit/LGBTQ health and rights in coordination with other program staff.
- Develop and maintain a project listserv and partner database.
- Participate in organizational strategic and operational planning.
- Carry out other responsibilities, as assigned.

Reporting functions:

- Provide written and oral communication to NPAIHB colleagues and funding agencies, including monthly activity reports.
- Provide written and oral communication for promotional and marketing materials.
- Submit a Monthly Activity Report (MAR) to the Project Director at the end of each month.

Meetings and Networking

- Participate in team planning meetings.
- Promote collaboration and information sharing between the 43 tribes in Washington, Oregon, and Idaho and Indian Country
- Distribute multimedia strategies to other program stakeholders.
- Participate in regional and national meetings and conferences.

Other duties

- Collaborate with other NPAIHB programs to meet related goals and objectives.
- Perform other duties as assigned.

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.
- 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:

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
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- Masters level degree required
- 5 years of experience in health research and health promotion.
- 5 years of experience working with tribal communities or tribal organizations.
- Experience using storytelling and traditional indigenous knowledge in program planning and research.
- Experience in project management and project planning.
- Experience in health education and marketing in AI/AN communities and for Two Spirit LGBTQ persons.
- Experience preparing written reports and academic papers are 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.
- 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.
- Candidate should have the ability to travel, as requested.
- Qualified candidates must be committed to NPAIHB's mission and the Two Spirit/LGBTQ program's goals.

Applicants must agree to serve a minimum six-month probationary period during which period their employment can be terminated at will.

Physical Demands:

Typical Physical Activity

The position frequently involves sedentary work. The position frequently involves exerting up to 10 pounds of force to lift, carry, push, pull or otherwise move objects. Occasionally involves light work, exerting up to 20 pounds of force to 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 occasionally is subject to outside environmental conditions.

Travel Requirements

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
JOB POSTING CLOSING DATE: SEPTEMBER 18, 2020

When travel restrictions are lifted and when travel is safe, overnight travel outside the area will be required.

Disclaimer

The individual must perform the essential duties and responsibilities of the position efficiently and accurately, with or without reasonable accommodation, 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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Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

Human Resources Manager

Email: HR@npaihb.org

11. EDUCATION, beginning with most recent. **An attached copy of degree or certificates earned is required.**

College or University	From	To	Credits earned	Major/minor	Degree earned	Year
High School attended:					Graduated? Yes/No	Year
GED completion through:					Yes/No	

Other schools or training: vocational, armed forces, trade, etc. For each give the name, location, dates attended, subjects studied, number of classroom hours, certificates or credits earned. If needed, continue on last page of application.							
Name and Location	From	To	Area of study	Credits earned	Certificate earned	Year	

12. COMPUTER and other office machine experience, training. Please name the software with which you have experience in the following areas:

TASK	Name of software	Level of expertise 0-5, (5 being master/high)
Word processing		
Spreadsheet set-up and usage		
Office Email system experience		
Data Management		
High level data analysis		
Photo-text slide presentations		
Preparation of brochures, flyers		
Other (fax, copier, scanner, etc.)		

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)**13. EMPLOYMENT HISTORY**, beginning with most recent

May inquiry be made of your current employer regarding your character, qualifications, and record of employment? NO YES With advance notice to applicant
(A "no" will not affect your consideration for employment opportunities)

A.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business:
Name of Supervisor: Phone Number:		Name and Address of Employer:	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

B.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

C.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space is provided at the end of application.			

D.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number:		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

E.			
From: _____ To: _____ (Date) (Date)		Title of Position:	
Average Hours Per Week:	Place of Employment City: State:	Number and Job Titles of Employees Supervised:	Kind of Business
Name of Supervisor: Phone Number		Name and Address of Employer	
Reason for leaving position:			
Description of duties, responsibilities and accomplishments: Additional space provided at the end of application.			

14. **Special qualifications and skills** (relevant publications, public speaking experience, membership in a professional or scientific society, etc.) Use additional pages if needed.

15. **HONORS, AWARDS, AND FELLOWSHIPS RECEIVED:**

16. **REFERENCES:** List 3 persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Please ensure that telephone numbers are current.

Name	Phone Number	Occupation
1.		
2.		
3.		

YOU MUST SIGN THIS APPLICATION. Read the following three parts carefully before you sign:

- A false statement on any part of this application may be grounds for not hiring me, or firing me after I begin work. I understand that any information I give may be investigated as allowed by law or Presidential order.

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD (NPAIHB)

- In consideration of NPAIHB’s review of my application for employment, I hereby authorize NPAIHB and its agents to investigate my background as it pertains to employment considerations. This may include, but is not necessarily limited to, investigation of past employers/supervisors, personal references, educational institutions, criminal records/background checks, motor vehicle records and information contained in public records. I consent to the release of information to NPAIHB, by all persons and sources of information and their agents, relative to such investigation. I hereby release all such persons and sources of information and their agents from any liability or damages on account of having furnished information to the NPAIHB, and release the NPAIHB and its agents from any liability or damages on account of having conducted the investigation.
- I certify that, to the best of my knowledge and belief, all of my statements contained in my employment application and any attached documentation are true, correct, complete and made in good faith.

SIGNATURE

DATE

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N C C D P H P

HEALTHY TRIBES

RESOURCE DIGEST

Welcome to Centers for Disease Control and Prevention's (CDC) tribal resource digest for the week of August 3, 2020. The purpose of this digest is to help you connect with the tools and resources you may need to do valuable work in your communities.

Announcements

American Indian/Alaska Native Early Head Start Expansion and Early Head Start-Child Care Partnership Grants

Funding to operate Early Head Start programming in American Indian and Alaska Native communities, leveraging existing local resources to provide a comprehensive array of health, mental health, nutrition, and social services for infants, toddlers, and their families. Read more [here](#).

Application Deadline: September 21, 2020

Healthy Homes Production Grant Program for Tribal Housing

Funding set aside for tribes to address multiple childhood diseases and injuries in the home by identifying and remediating housing-related environmental health and safety hazards in privately owned, low-income rental, and/or owner occupied housing, especially in units and/or buildings where families with children, the elderly, or persons with disabilities live. Read more [here](#).

Application Deadline: August 24, 2020

Supporting Tribes to Increase Commercial Tobacco Cessation

This opportunity is for Tribal governments, Tribal health departments, and Tribal health care facilities/health systems seeking to implement projects to increase commercial tobacco cessation, electronic nicotine delivery systems (ENDS) cessation and 'quit smoking' attempts by promoting evidence-based services and activities, and/or adapting evidence-based health systems changes. Read more [here](#). [Register for Pre-Application Webinar: August 5](#).

Application Deadline: August 28, 2020

Building Tribal Provider and Patient Capacity for Addressing Opioid Misuse Prevention and Treatment

The funding will provide an opportunity to increase the level of programming, research, policy development, coordination, and/or communication between Tribal programs, leadership, community, and key partners involved in addressing the health consequences of the opioid epidemic. Read more [here](#).

Application Deadline: September 14, 2020

2020 Lead Hazard Reduction

The U.S. Department of Housing and Urban Development's Office of Lead Hazard Control and Healthy Homes provides grant funding to remediate lead related hazards in housing. Read more [here](#). [Register for Pre-Application Webinar held August 5](#).

Webinars

Native American Storytelling: Culture is Prevention

The National American Indian and Alaska Native Addiction Technology Transfer Center webinar series will explore how traditional Tribal storytelling can be incorporated by Tribal providers into their work with patients. Read more [here](#).

Dates and Time: August 5 and 19, and September 2, 2020- 1:00 pm ET.

5th Annual American Indians Accessing Health Professions Program

The American Indians Accessing Health Professions Program (AIAHPP) is designed to give American Indian, Alaska Native and Indigenous students from undergraduate, community and tribal colleges exposure to different careers in the health professions, as well as the tools and mentors to help them get there. Read more and register [here](#).

Date: August 14-15, 2020

2020 3rd Annual National Native Health Research Training Initiative: Session 3 - Virtual

The National American Indian and Alaska Native Addiction Technology Transfer Center webinar series will explore how traditional Tribal storytelling can be incorporated by Tribal providers into their work with patients. Read more [here](#).

Date and Time: August 19, 2020- 2:00 pm ET.

Contact Information:

National Center for Chronic Disease Prevention and Health Promotion
Division of Population Health
4770 Buford Highway, MS F78
Atlanta, GA 30341
(770) 488-5131 / <http://www.cdc.gov/chronicdisease/index.htm>

The *Digest* serves as your personal guide to repositories of open and free resources where you can find content to enrich your program or your professional growth. Please note that CDC does not endorse any materials or websites not directly linked from the CDC website. Links to non-Federal organizations found in this digest are provided solely as a courtesy. CDC is not responsible for the content of the individual organization web pages found at these links.

If you have comments or suggestions about this weekly update, please email Anisha Quiroz at AQUIROZ@cdc.gov with the words "TRIBAL DIGEST" in the subject line.