



## JOB DESCRIPTION

### Comprehensive Cancer Control Program Coordinator

<b>Department:</b>	Health and Wellness Programs
<b>Reports to:</b>	Health and Wellness Programs Manager
<b>FLSA Classification:</b>	Non-Exempt
<b>Range:</b>	9/10

The **Comprehensive Cancer Control Program Coordinator (CCCP)** is **responsible for the overall coordination and quality assurance for intertribal programs providing cancer awareness and screening**. The programs are funded primarily by the Centers for Disease Control (CDC) and a portfolio of smaller, private grants and donations. The Comprehensive Cancer Control Program Coordinator oversees activities and meetings to ensure goal-based deliverables are met on time/at budget. The position develops and maintains positive, productive working relationships with contractors/vendors, funders and Tribal staff and leaders. Position located at the Intertribal Planning Center (Shelton).

### Responsibilities

- Provide administrative, program coordination and fiscal oversight to funded grants in accordance with the program goals, objectives, and work plan activities. Develop and maintain written program procedures in collaboration with SPIPA Staff.
- Coordinate workplan deliverable activities with Tribal partners and Cancer Coalition Lead for cancer prevention strategies.
- Develop communication materials with coalition members, partners and staff from other CDC-funded cancer programs as well as chronic disease prevention and health promotion programs to present a clear and consistent vision of what needs to be accomplished to increase cancer prevention.
- Assist participating Tribal communities in developing and coordinating public education and outreach activities.
- Mitigate program delivery concerns, issues and options.
- Coordinate and facilitate meetings, trainings, intertribal communications and conferences involving stakeholders, partners and Tribal partners for staff development and support.
- Monitor project budget, approve expenditures, and submit modifications and justifications per grant deliverables and SPIPA Grant/Contract Management policy.
- Perform periodic program quality improvement/quality assurance reviews with staff and report results to the Program Directors.
- In coordination with SPIPA staff, prepare for approval required written reports and subsequent grant applications for project sustainment.
- Collaborate with SPIPA staff to develop and maintain contracts and other support agreements as necessary.
- Act as primary liaison among grantor staff, Tribal program staff and SPIPA program and support staff.

- Provide written and oral presentations of grant accomplishments when requested and approved by SPIPA.

The Comprehensive Cancer Control Program Coordinator, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the agency's Vision, Mission, and Core Values in accordance with all Agency directives.

### **Minimum Requirements**

- Master's Degree in Public Health, Human Services or related field with one (1) year professional work experience in community health, family or social services; **or**
- Bachelor's Degree in Public Health, Human Services, Social Sciences or related field with three (3) years professional work experience in community health, family or social services; **or**
- Associate's level study in Health, Human Services, or related field with five (5) years related and appropriate work experience; **or**
- Comparable combination of education, training and professional work experiences.
- Documented experience in data collection, management and data base development.
- Strong computer skills with three years' experience with Microsoft Office programs including Word, Access, Excel and Publisher required.
- Demonstrated ability to work cross-culturally with Native American individuals and communities or similar economic disadvantaged groups.
- Knowledge of rural health and social services issues and programs preferred.
- Excellent writing, organizational, and oral communication skills required.
- The applicant must pass a criminal history background check and pre-employment drug screen.

### **Essential Functions/Physical Abilities**

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 20 pounds. Occasional travel to Consortium Tribe locations and selected in state and out of state conferences and trainings. Ability to safely operate a motor vehicle.

### **Salary/Fringe Benefits**

This position has a range of SPIPA 9/10 with a starting range of \$31.15 to 34.23 per hour depending on qualifications (37.5 hours weekly). Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

### **Confidentiality**

This position may have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement.

## Equal Opportunity

SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

## Drug-Free Workplace

SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. This position requires successful completion of a pre-employment drug test.

## To Apply

All **applicants must submit** an **application, resume** and **cover letter** or writing sample. **Recent Employment History** and **References** may be requested as well.

Visit [spipa.org/jobs](http://spipa.org/jobs) and click on the "SPIPA JOB APPLICATION" button. Select the position you wish to apply for and begin your application. An application, resume and cover letter or writing sample (2 pg max) are required of all applicants. You may also receive a request for your recent **employment history** and or asked to submit **business/personal references**. All application materials submitted via online application submission will be automatically delivered SPIPA HR:

**SPIPA Human Resources**  
**human-resources@spipa.org**  
South Puget Intertribal Planning Agency  
3104 SE Old Olympic Hwy  
Shelton, WA 98584

Employment application is available online at:

- [spipa.org/jobs](http://spipa.org/jobs)
- <https://southpugetintertribalplanningagency.applytojob.com/apply>
- or by calling 360.426.3990

**Application screening will begin July 13, 2022. Open until filled.**