



JOB DESCRIPTION

Native Women's Wellness Program Coordinator

Department:	Health and Wellness Programs
Reports to:	Health and Wellness Programs Manager
FLSA Class:	Non-Exempt
Step Range:	9/10

The **Program Coordinator** for the **Native Women's Wellness Program** (NWWP) is responsible for the overall management, coordination, and quality assurance for an intertribal project primarily funded by a Center for Disease Control (CDC) 5-year Breast and Cervical Cancer Early Detection grant. The Program Coordinator organizes relevant project activities, including coordination of tribal clinic-based staff providing community education, navigation and screening services to program-eligible women. The coordinator seeks partnerships with key stakeholders and vendors such as mobile mammography and laboratory service providers. The position is located at the Intertribal Professional Center on the Squaxin Island Reservation near Shelton, WA.

Responsibilities

- Provide administrative, program coordination and fiscal oversight to NBCCEDP grants in accordance with program goals, objectives and workplan deliverables.
- Develop and maintain written procedures in collaboration with SPIPA staff.
- Coordinate and facilitate intertribal meetings to include Tribal health clinic administrators and women's health care providers to address health issues pertinent to the provision of quality of care for breast and cervical cancer screening.
- Maintain contracts for mobile mammography, lab, and other support agreements to provide health-screening services to the participating tribal clinics.
- Ensure quality of care for breast and cervical cancer screening.
- Attend meetings and conferences (including phone conferences and out-of-state travel to mandatory conferences).
- Manage confidential data collection and interpretation; establish responsibilities and performance measures for quality assurance and tracking.
- Develop and monitor project budget; approve expenditures, modifications and justifications.
- Assist participating tribal communities in developing and coordinating public education and outreach activities.
- Act as liaison between grantor staff and tribal program staff.
- Provide oral presentation of grant accomplishments as needed.
- Assist the participating tribes in developing supplemental health programs to meet their identified health service needs.
- Complete reports and grant applications as stipulated and to sustain the project.

Minimum Requirements

- Master's Degree in Public Health, Human Services or related field with one (1) 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 at least three (3) years professional work experience in community health, family or social services, **or**
- Associate's Degree in Health, Human Services or related field with five (5) years appropriate work experience; **or**
- Comparable combination of education, training, and professional work experiences.
- Documented experience in data collection and management.
- Strong computer skills with at least three years of experience using Microsoft Office package, including Word and Excel.
- Demonstrated ability to work cross-culturally with Native American individuals and communities.
- Knowledge of rural health and social services issues and programs preferred.
- Excellent writing, organization, and oral communication skills required.
- Ability to travel throughout SPIPA consortium tribal areas and to attend other pertinent events, as needed.
- Must pass a background investigation including relevant criminal history, and a pre-employment drug test.
- Valid driver's license.

Salary/Fringe Benefits

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

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; lifting medium objects generally less than 20 pounds. Ability to safely operate a motor vehicle. Occasional travel required to consortium tribe locations and to selected conferences and trainings.

Confidentiality

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

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 Alaskan 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 communities 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 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
- <https://southpugetintertribalplanningagency.applytojob.com/apply>
- or by calling 360.426.3990

Application screening begins July 13, 2022. Open until filled.

Est: 06/13
Rev:07/17
02/20
7/22
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