



Job Description

Community Outreach Liaison Part –Time (20 hours per week) with Benefits

Department: Health and Wellness Programs
Reports to: Health and Wellness Programs Manager
F.L.S.A. Class: Non-Exempt
Salary Range: 7/8 \$24.83-\$28.62 per hour DOQ

Position Summary: The South Puget Intertribal Planning Agency's (SPIPA) Comprehensive Cancer Control Program (CCCP) is funded through a five-year cooperative agreement between SPIPA and the Centers for Disease Control and Prevention (CDC). The SPIPA CCCP was recently awarded additional funding for cancer survivorship outreach activities for a twelve-month period. The Community Outreach Liaison reports directly to the Health and Wellness Programs Manager and works closely and collaboratively with the Comprehensive Cancer Control Program Coordinator. The position is located at the Intertribal Professional Center (IPC) on the Squaxin Island Reservation near Shelton, WA.

Responsibilities:

- Work as a liaison between the Tribal community members and SPIPA staff, programs and the five Tribal Health Clinics.
- Provide technical assistance and support to the staff at each of the five Tribal Health Clinics on cancer survivorship needs, resources, and support services.
- Develop and recommend activities and strategies at each Tribal site to support and drive initiatives to improve the quality of life for cancer survivors.
- In coordination with the SPIPA Health and Wellness team, seek out and engage in Native American wellness activities.
- Act as a liaison to ensure culturally appropriate quality health and survivorship care for the SPIPA Tribal communities.
- Provide one-on-one and or group outreach to Tribal communities regarding cancer survivorship information, resources, and education.
- Identify implementation challenges and roadblocks that require attention to better ensure program efficiency and efficacy.
- Work closely with the CCCP Coordinator to prepare and provide updated information monthly for SPIPA, the Tribal communities, and the Centers for Disease Control and Prevention.
- Other duties as assigned.

The Community Outreach Liaison, 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:

- Bachelor's Degree in a relevant medical field, communications, or related field with one year of experience in patient navigation, health care, public health/social service outreach or similar responsibilities; OR
- Associate's Degree in relevant medical field, communications, or related field with three years of experience in patient navigation, health care/social service, public health outreach or similar responsibilities.
- Consideration of a High School Diploma with five years' experience in patient navigation, health care/social service, public health outreach or similar responsibilities.
- Excellent verbal and written communications skills.
- Demonstrated ability to maintain strict confidentiality.
- Demonstrated ability work independently and as part of a team.
- Ability to travel throughout SPIPA Consortium Tribal Sites and to attend other pertinent events as directed.
- Experience working with Native American communities or similarly disadvantaged rural populations preferred.
- Must pass a background investigation including relevant criminal history, and a pre-employment drug test.
- Valid driver's license and proof of Driving Insurance.

Physical Abilities/Essential Functions:

Bending at the waist; Sitting for extended periods of time; Dexterity of hands and fingers to operate a computer keyboard; Hearing, speaking, and comprehending information to exchange information; Seeing to read reports and data; Lifting medium objects generally less than 25 pounds; Ability to safely operate a motor vehicle; Occasional travel required to consortium Tribal locations and to selected conferences and trainings.

Salary/Fringe Benefits: Compensation for this position has a starting range of \$25.83 to \$28.62 per hour (based on a 20-hour week) depending on qualifications. Benefits include medical, dental, vision, life insurance and Agency contribution to a retirement program.

Confidentiality: This position will have knowledge of confidential personal and personnel 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 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 communities it serves. This position requires successful completion of a pre-employment drug test.

To Apply: Complete a SPIPA Employment Application form and send with cover letter describing how your qualifications make you the best fit for this position. Also include a resume with three work related references to:

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

SPIPA Employment application is available online at <http://www.spipa.org> under JOBS or by calling (360) 426-3990

Application screening will begin, Friday October 21st, 2022.

Open until filled

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