JOB ESCRIPTION

Community Outreach Liaison

Department:	**Health and Wellness Programs**
Reports to:	**Health and Wellness Programs Manager**
F.L.S.A. Class:	**Non-Exempt**
Salary Range:	**7/8 $28.23 – $31.12/hr DOQ**
Status:	**Part-Time, 30 hours per week**

Position Summary: The South Puget Intertribal Planning Agency's (SPIPA) Health and Wellness Department is funded through a five-year cooperative agreement between SPIPA and the Centers for Disease Control and Prevention (CDC) to facilitate the Comprehensive Cancer Control Program (CCCP) and the Native Women's Wellness Program (NWWP). The Community Outreach Liaison reports directly to the Health and Wellness Programs Manager and works closely and collaboratively with the CCCP and NWWP Coordinators. The Community Outreach Liaison will provide outreach and event planning services to support the programs goal in improving cancer prevention, early detection, and survivorship resources within the 5 Consortium Tribes. 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 and communities.
- Provide technical assistance and support to the staff at each of the five Tribal Health Clinics on increasing cancer screening rates and identifying women eligible to enroll in the NWWP.
- 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 increase cancer screening rates and reduce health disparities.
- In coordination with the SPIPA Health and Wellness team, seek out and engage in Native American activities to improve overall health and wellness of the communities.
- Act as a liaison to ensure culturally appropriate quality health and survivorship care for the SPIPA Tribal communities.
- Provide one-on-one and group outreach to Tribal communities regarding cancer information, resources, and education.
- Identify implementation challenges and roadblocks that require attention to better ensure program efficiency and efficacy.
- Work closely with the program Coordinators to prepare and provide updated information monthly for SPIPA, the Tribal communities, and the Centers for

Disease Control and Prevention to include education materials, flyers, data tracking, and dissemination documents.
- 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:

- 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.
- Demonstrated experience planning and facilitating community events preferred.
- Experience using Microsoft teams, Microsoft excel, and design software such as Canva 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: This position has a range of SPIPA 7/8 $28.23 – $31.12 per hour with compensation depending on qualifications (30 hours weekly part-time). 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 at http://www.spipa.org, a cover letter describing how your qualificators align with this position, and resume including three work related references - "**See Resume" or omitted information (ie...employment history) is not sufficient for application completion**.

Preferred submission process is via our JazzHR site.
Do not submit application by third party job boards.
Via mail:

SPIPA HR
South Puget Intertribal Planning Agency
3104 SE Old Olympic Hwy
Shelton, WA 98584
archiesmith@spipa.org

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

Application screening begins August 31, 2026.
Open until filled.

Rev 12/25
New Position: est 7.2019