



**NPAIHB**  
Indian Leadership for Indian Health

# WE'RE HIRING!



## EXECUTIVE DIRECTOR

The Executive Director of the Board will lead the organization in the carrying out of its mission to eliminate health disparities and improve the quality of life of American Indians and Alaska Natives.

Applications can be found on our website: [NPAIHB.org/careers](http://NPAIHB.org/careers)  
Interested applicants should send their Resume + Application to:  
NPAIHB HR Manager, 2121 SW Broadway #300, Portland, OR 97201  
In person, mail, fax or via email at [hr@npaihb.org](mailto:hr@npaihb.org) by **Nov 29, 2019**

Employer provided by Title 25, U.S.C. § 4504(d), which allows for status differences in hiring, the NPAIHB does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, gender, genetic information or any characteristic protected by applicable law.



**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD  
JOB POSTING CLOSING DATE: NOVEMBER 29, 2019**

<b>Job Title:</b>	Executive Director	<b>Status:</b> Salary, Exempt
<b>Reports to:</b>	NPAIHB Executive Committee	<b>Classification:</b> Full Time, Regular w/ benefits
<b>Department:</b>	Administration	<b>Salary:</b> \$150,000 - 175,000 DOE

**NPAIHB Mission Statement:**

The mission of the Northwest Portland Area Indian Health Board is to eliminate health disparities and improve the quality of life of American Indians and Alaska Natives by supporting Northwest Tribes in their delivery of culturally appropriate, high quality healthcare.

**Position Summary:**

The Executive director of the NPAIHB is responsible for carrying out the mission of the Board to assist member tribes to improve their health status and quality of life. To carry out this mission the Executive Director has overall responsibility for the management and control of all aspects of the NPAIHB's administrative operations and program activities and must carryout the following specific functions.

**Essential Functions:**

**1. Executive Management**

- Provided day-to-day management and oversight of all Board activities.
- Coordinate and implement short and long term strategic planning.
- Design and implement the NPAIHB's internal organizational structure.
- Delegate authority within the organization and hold assigned staff accountable for duties and responsibilities.
- Foster a team management approach to problem solving.

**2. Northwest Tribal Health-Care Advocacy**

- Provide advocacy for tribal health program interests and issues with appropriate administrative agencies and legislative bodies.
- Meet regularly with the Indian Health Service and state and federal agencies on tribal issues relating to health care.
- Develop and maintain lines of communication between the NPAIHB, federal, state, and local agencies, as well as other regional and national Indian organizations.
- Represent the NPAIHB in coordination with Area Board members at health-related meetings.
- Maintain direct communication with the Indian Health Service in order to serve as a liaison for tribes.
- Provide information to tribes on IHS issues and activities.

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- Represent NPAIHB in concert with tribes in government-to-government relations with state and federal agencies.

**3. Communication and Analyses**

- Inform member tribes of legislation, regulations, policies and activities related to Indian health care, and provide analyses of these issues to the tribes.
- Develop and maintain a communication system to keep member tribes informed of NPAIHB activities and health related information including participating and serving on Boards.
- Advise the Board on relative issues and problems affecting Indian health care.
- Disseminate information to tribal constituents and tribal health boards.
- Operate an active communications network serving the member tribes.
- Present health-related reports and information before large and small groups.

**4. Health Promotion and Technical Assistance Coordination**

- Promote and support active community participation in the operation of Indian health care systems within tribal communities.
- Promote health promotion/disease prevention technical assistance and training activities for tribal health staff and tribal communities.
- Provide technical assistance and training in the areas of health research, data collection and analysis, and information and telecommunication systems for tribal health programs.

**5. Grant and Contract Management**

- Coordinate the administration and maintenance of NPAIHB's grants and contracts, including proposal development, and implementation, evaluation and reporting activities.
- Provide administration of the Board's P.L. 93-638 contract with the Indian Health Service.
- Develop and submit proposals for projects supported by NPAIHB resolution or approved by the Executive Committee.

**6. Fiscal Management Accountability**

- Provide sound management of all NPAIHB fiscal resources and property assets.
- Establish and monitor program budgets according to Board policy and funding agency requirements.
- Ensure proper use, maintenance, documentation, and protection of Board property.
- Authorize NPAIHB expenditures.
- Invest and manage Board funds.
- Coordinate risk management activities.
- Have knowledge and awareness of federal and state appropriations.

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**7. Personnel Management**

- Represent the Board on personnel matters before state and federal officials.
- Develop and maintain current job descriptions for all staff.
- Supervise all personnel activities including orientation, training, hiring promotions, disciplinary procedures, merit citations, salary increases, leave approvals, and performance evaluations.

**8. Organizational Development**

- Develop and maintain organizational policies and procedures.
- Develop, implement and maintain proper program management systems.
- Maintain an updated Program Operations Manual relating to personnel policies and procedures, accounting standards, and etc.
- Develop organizational structure that maximizes flow of information to enhance internal communication.

**9. Coordinate Staff Support for NPAIHB Committees and Activities**

- Coordinate planning and arrangements for quarterly board meetings.
- Ensure NPAIHB membership information, minutes, and resolutions are maintained properly.
- Coordinate maintenance and updating of the NPAIHB's Strategic Plan.

**10. Supervisory Responsibilities**

- Supervise project staff, including assisting with hiring, preparing performance evaluations, reviewing work plans, and assigning and reviewing work.
- Coach employees and identify and coordinate their training and professional development needs.
- Ensure that the project and all personnel are in compliance with organizational policies, procedures, and directives, requirements of IRBs, partnering agencies, and other relevant parties.
- Meet regularly with project staff to ensure all goals and objectives are met.
- Complete staff performance evaluations within 30 days of employee's anniversary date, or within 30 days of the completion of the employee's 6-month probationary period.

**10. Other Duties**

- Additional functions include other duties as assigned by the NPAIHB Chair.
- Prepare a Monthly Activity Report (MAR) and provide to the NPAIHB Chair at the end of each month.

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**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:**

- Applicant is required to have a Bachelor's degree (A Bachelor's degree in a health-related field is preferred, or in absence of a health degree, comparable work experience to demonstrate high aptitude.); and
- A minimum of six years of progressive management and supervisory work experience, five years general and a minimum of one year specialized, as defined in items "a" and "b" listed below; or
  - General experience must include the following: supervise or direct work which demonstrates ability to use supervisory techniques in a team environment; program management and control; direct, coordinate and implement a health or social service program as evidenced by academic training, continuing education, and experience in public or tribal administrations, councils, boards, individuals, and/or public agencies; demonstrate a basic understanding of the planning process and its use as an effective management tool in public health systems and related programs; ability to implement Indian preference and other statutory/policy mandates; and demonstrate technical ability and mature, impartial judgment.
  - Specialized experience must include proficiency in a majority of the areas identified in the "Essential Functions" section, items one through nine.

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- A Master's degree (A Master's degree in a health-related field is preferred, or in absence of a health degree, comparable work experience to demonstrate high aptitude.) and three years senior-level management experience working with Indian tribal governments is preferred;
- Applicants must have experience working in Indian Health System and be knowledgeable of Indian health care programs, state and federal legislation and the Indian Health Service.
- Applicants must have demonstrated sound fiscal management skills and experience.
- Applicant is required to be knowledgeable of the Pacific Northwest tribes.
- Documented evidence of continuing education in management theory or practice within the past three years is preferred.
- Current membership in a professional organization that demonstrates a career commitment in management, healthcare or social services is desirable.

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

**Typical Physical Activity:**

**Physical Demands:** Frequently involves sedentary work; exerting up to 10 pounds of force and/or negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body. Occasionally involves light work, such as exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound. 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 hands and arms. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally. Occasionally requires stooping which entail 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 Requirement:** Local travel is occasionally required. Overnight travel outside of the area is frequently required to participate in regional and national committees.

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**Disclaimer:** The individual must perform the essential duties and responsibilities with or without reasonable accommodations 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](http://www.npaihb.org)**

**SEND RESUME AND APPLICATION TO:**

**Human Resources Manager  
2121 SW Broadway, Suite 300  
Portland, Oregon 97201  
FAX: (503) 228-8182  
Email: [HR@npaihb.org](mailto:HR@npaihb.org)**



STANDARD APPLICATION

**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	

<b>Other schools or training:</b> 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.)		

STANDARD APPLICATION

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**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)

<b>A.</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 is provided at the end of application.			

<b>B.</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.			

<b>C.</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 is provided at the end of application.			

<b>D.</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 is provided at the end of application.			

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<b>E.</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.			

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**