

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
POSITION DESCRIPTION

TITLE: Program Coordinator

REPORTS TO: Community Health Education and Resiliency Program Director

FLSA STATUS: Exempt (Full-Time)

SALARY RANGE: \$45,000 to \$53,500 annually

GENERAL DESCRIPTION:

Under the supervision of the Community Health Education and Resiliency Program (CHERP) Program Director, the program coordinator is responsible for implementing and reporting on objectives established for the Albuquerque Area Indian Health Board (AAIHB) Indian Health Service Community Intervention Opioid Pilot Project (COIPP). The performance of duties will be in compliance with guidelines established by the funding agency. The COIPP has two overarching goals including 1) Employ culturally appropriate and effective public health interventions for Opioid Prevention, Treatment, and Harm Reduction strategies to improve the physical, social, emotional, and cultural well-being of AI/AN individuals; and 2) Build and strengthen culturally appropriate, trauma-informed services in tribal settings to improve health outcomes for AI/AN individuals and their families.

MAJOR DUTIES:

- Communicate with AAIHB COIPP partners and tribal sub-awardees.
- Oversee purchase requests, professional service agreements, and memorandum of agreements for AAIHB IHS COIPP, including the distribution of tribal sub-awards.
- Assist in the development and implementation of a Tribal Opioid Community Task Force Toolkit.
- Coordinate and implement meetings, trainings, and annual two-day summit for sub-awardees and tribal partners.
- Develop brochures and other print media for the AAIHB IHS COIPP and assist with the development of social marketing campaigns.
- Facilitate meetings, action planning sessions, consensus workshops, and strategic planning sessions.
- Provide on-going support, monitoring, and technical assistance to project partners and tribal sub-awardees, as needed.
- Assist conducting surveillance, community assessment, evaluation, and technical assistance activities.
- Assist with data collection, data entry, data management, and analysis of datasets using a customized database, MS Excel, databases, and/or NVivo.
- Conduct literature searches and compile bibliographies; organize programmatic material and maintain project files.

- Assist with the preparation of data reports for meetings with Tribal Chairmen, Tribal Health Directors, Tribal Health Boards, Tribal Councils, Community Advisory Committees, and AASTEC Executive and Technical Advisory Councils.
- Assist in writing and submitting progress reports, final reports, grant renewals, grant proposals or any other report requested by the AAIHB IHS COIPP Director.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Proficiency in oral and written communications.
- Must be highly organized and able to carry out all responsibilities of the position with minimal day to day supervision.
- Must demonstrate knowledge of public health programs including design, implementation, and evaluation.
- Knowledge and/or experience implementing trauma informed practices and approaches and harm reduction strategies.
- Thorough knowledge of office practices and procedures of a Project Coordinator.
- High degree of sensitivity to issues of privacy and confidentiality.
- Ability to follow verbal and written instructions with attention to detail.
- Proficiency in the use of the internet and software programs such as MS Word, PowerPoint, and Excel.
- Professional attitude and good judgment is essential.
- Ability to perform a variety of ongoing tasks efficiently and productively.
- Knowledge and/or experience working with American Indian communities and cultures.

QUALIFICATIONS:

- Bachelor's Degree in Public Health or related field preferred.
- Two years of experience working in the field(s) of public health, health promotion/disease prevention, community health education, health research or relevant field.
- Mature judgment and professionalism in handling confidential matters.
- Dependability including excellent attendance and punctuality.
- Able to operate a motor vehicle and have a valid State driver's license.
- Completion of extensive background investigation is required.
- Must have or be able to obtain CPR/1st Aid and remain current thereafter.
- Proficiency in various office applications such as word processing, data bases and spreadsheets.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in a typical interior office environment. Occasionally work will be performed outdoors in all types of weather. Remote work during Coronavirus Public Health Emergency will be implemented until it is safe to return to the office.
- May work more than 8 hours per day and sometimes on evenings and weekends
- Occasionally involves light work, such as exerting up to 20 pounds of force and/or up to 10 pounds of force and/or negligible amount of force to move objects.
- Talk, listen, and sit for an extended period of time.
- Stand, use hands to hand objects, equipment, controls and reach with arms and hands.

- Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hands and arms.
- Come in direct daily contact with staff and public.
- Walk frequently to offices, storage room, board room, and entrance to greet visitors.
- Operate standard office equipment and multi-line telephone.
- Noise level is usually minimal.
- Local travel is moderately required. Overnight travel outside of the area is occasionally required.
- Drive company-leased vehicle for company and project related business.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION: Send CV/Resume, list of three professional references, and cover letter by email to Savannah Gene, Program Director, at sgene@aaihb.org. No phone calls.

For best consideration, please forward all application materials by Friday, April 23, 2021 by 5 pm MST. Incomplete packets will not be considered.