



THE COQUILLE INDIAN TRIBE

Job Title:	PUBLIC HEALTH IMPROVEMENT COORDINATOR
Department:	Community Health Center
Reports to:	Assistant Health and Human Services Administrator, CHFS
FLSA Status:	Non-Exempt, Full Time
Salary Grade:	\$25.25-37.88
Location:	Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Assistant Health and Human Services Administrator, The Public Health Improvement (PHI) Coordinator is responsible for the development, implementation and coordination of the Coquille Indian Tribe's Public Health Program. This position will be guided by the Coquille Indian Tribe's Public Health Modernization Plan and Tribal Health Improvement Plan. In addition, the PHI Coordinator will develop communication and education of public health-related topics and other community health concerns, as designated by the Coquille Indian Tribe. This position will work closely with the Assistant Health and Human Services Administrator-Accreditation and Clinical Services and primary care staff, the governmental and health administration, other Tribal PH Coordinators, while receiving technical assistance from the Northwest Portland Area Indian Health Board. This position will enhance, implement and evaluate new health improvement programs for the Coquille Indian Tribe.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Participation in the Northwest Portland Area Indian Health Board (NPAIHB) Community of Practice for Public Health Modernization.
2. Work with the NPAIHB and Tribal Epidemiology Center using the Tribal Public Health Capacity Assessment to develop a Coquille Indian Tribe Public Health Modernization Plan.
3. Coordinate regularly scheduled Tribal Community Health Assessment and Tribal Health Improvement Plans.
4. Implement the Coquille Indian Tribal Health Improvement Plan based on the identified priorities.
5. Educate the public about health issues and empower them to aid in the prevention of spreading diseases.
6. Aide in the development of plans and policies that address public health concerns.
7. Provide the community with health materials (like posters, infographics, pamphlets, etc.), while communicating effectively and with compassion, to educate the target audience, and make sure that they fully understand the information provided.
8. Design, implement and evaluate public health program activities for the Coquille Indian Tribe community including selection of appropriate program and intervention, and apply principles of cultural appropriateness to program design.
9. Prepare and implement plans, coordinates activities with partners, and responds during public health emergencies.

10. Influence policies and system changes including using policy as the primary tool in advancing chronic disease prevention, early detection and self-management through accurate, persuasive communications with the public, partners, health agency leaders, and policy makers.
11. Participates in all required meetings and trainings identified in the grants' requirements and disseminate information to stakeholders.
12. Ensure daily program success through such administrative tasks as preparing work plans, budgets, monitoring overall program progress, applying for grants, and submitting formal reports.
13. Support the integration of public health best practices into the Ko-Kwel Wellness Center (KWC) Clinical, Community Health and Family Support Services departments through policy analysis and development.
14. Communicates both orally and written to partners, Tribal Council, government agencies, Tribal members, state and federal agencies in a clear and concise manner.
15. Work with other departments within the Tribe on public health initiatives and data collection.
16. Understand techniques and tools to help identify social, economic, cultural, and other issues impacting the Tribe.
17. Cooperate well with others and foster tribal relationships.
18. Create, develop, and nurture culturally-appropriate interactions and connections with each other, patients and the community.
19. Conduct staff training and quarterly meetings with the Direct Care Team to help increase staff's ability to identify patients at risk.
20. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job. This position involves transporting Native Americans and non-Native patients and clients in the Health Center vehicles, employee-owned vehicles and rental vehicles to and from a variety of Health Center functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills.
2. Ability to maintain a professional demeanor while working under stressful and emotional situations.
3. Have strong knowledge of specific health topics such as aging, nutrition, diabetes, maternal health, and have a solid background in health intervention, like tobacco cessation.
4. Ability to work and make decisions independently.
5. Ability to work with minimal supervision.
6. Ability to follow organization protocol.
7. Ability to apply for and manage multiple grants and meet reporting requirements.
8. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
9. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
10. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Accurate work is essential. Shows initiative and takes ownership of all projects and assignments to achieve positive results.
11. Ability to take data and present it in an understandable format for internal and external use.

12. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
13. Must demonstrate discretion, tact, knowledge, judgement, and overall ability in working effectively with federal, tribal and other professionals and facilitating participation and partnership in activities of the program

REQUIRED QUALIFICATIONS

- A. Bachelor's level degree in Public Health, Health Education, Social Work, Psychology or closely aligned field required.
- B. Three years of experience working within Public Health, Health or related field.
- C. Ability to present in a public forum to large and small groups of people.
- D. Advanced user in Microsoft Office Package (Access, Excel, Word, Publisher, PowerPoint and Zoom)
- E. Must be able to travel, as requested.
- F. Strong problem-solving skills.
- G. Two-three years of grant administration
- H. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- I. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.