

National Indian Health Board



DIRECTOR, PUBLIC HEALTH PROGRAMS
 The National Indian Health Board is pleased to announce an immediate opening for this Senior Staff position. For information about how to apply, please see the end of this announcement.
 Position open until filled

DIRECTOR, PUBLIC HEALTH PROGRAMS POSITION DESCRIPTION

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| Job Title: Director, Public Health Programs | Salary: \$60,000-\$95,000 annually Generous Benefits Package |
| Project: All Projects and Programs within the Public Health Programs Department | Reports To: Executive Director |

Position Summary:
 To advance the Mission and Strategic Plan of the National Indian Health Board, the Director of Public Health Programs will lead and promote the advancement of tribal public health through the implementation of the National Tribal Public Health Agenda. General responsibilities include operational oversight and implementation of the Cooperative Agreement between the National Indian Health Board and the Centers for Disease Control and Prevention (CDC) as well as other federally and privately supported programs. The position requires supervision/oversight of Public Health Programs staff and the projects within the Department. This extends to providing staff leadership, communication and advancement of the Tribal Advisory Committee to the CDC and to nation’s Federally Recognized Tribes. The Director of Public Health Programs is also responsible for facilitating meetings, newsletter and database development, project planning, coordination, and evaluation; budget development and management; research/survey design, development and analysis; collaboration with advisory committees, Tribal Epi-Centers, Area Indian Health Boards, funders and external partners on project development and implementation; serves as liaison/Principal Investigator for NIHB public health programs to federal project officers; and project implementation and promotion. The position also is responsible for all grant compliance, including quarterly reporting, working with the Accounting Department to ensure correct and timely financial statements, budget preparation, project planning and taking the lead on ensuring recurring funding. Incumbent will research and lead efforts to increase funding, opportunity and growth for the Public Health Programs Department in order to advance the NIHB mission and strategic plan.

This is a senior, professional position requiring excellent planning, interpersonal, analytical, organizational and writing skills. The work involves partnerships with contractors, fellow staff, participation in associated professional organizations and groups, collaboration with Tribal governments and organizations and funding agencies. The work also requires the exercise of discretion and independent judgment. A 3-5 year commitment to NIHB is anticipated.

Position is an essential participant in the planning and execution of the NIHB Annual Consumer Conference and leads the content planning and coordination process for NIHB National Tribal Public Health Summit

Essential Functions:

1. Serve as lead for NIHB's tribal public health programming, policy analysis and technical assistance facilitation;
2. Supervise Public Health Programs staff;
3. Develop or assist in the development of annual proposals of continuation grants for tribal public health capacity development, as well as status reports required by funders.
4. Develop and effectively manage project budgets.
5. Participate in team long-term project planning, and ensure the timely completion of project deliverables.
6. Coordinate NIHB work with that of other organizations and ensure integration of work as appropriate.
7. Ensure collaboration among NIHB's various committees, Area Health Boards, partner organizations, and funding agencies for project-related work.
8. Develop mechanisms for evaluating program effectiveness.
9. Develop and implement public health surveys.
10. Data analysis and report development.
11. Assist Tribal Communities and Leaders in developing relationships with CDC centers and offices.
12. Plan and execute NIHB's annual "National Tribal Public Health Summit".
13. Actively participate in planning and implementation of NIHB's Annual Consumer Conference.
14. Serve as liaison to cooperative agreement and TAC staff at CDC.
15. Oversee the content update of of public health section of NIHB's website. This includes researching opportunities and information for weekly updates to the site and writing articles for site.
16. Write articles for NIHB Mailer, quarterly newsletter and external venues.
17. Serve as a leading resource for all public and community health matters.
18. Other duties as assigned.

Other Functions:

1. Assists, as needed, with other conference activities, i.e., conference promotion and media contacts, conference evaluation analysis, etc.
2. Assist, as needed, with fundraising
3. Assists, as needed, with other tasks and/or functions associated with this project.

Minimum Job Requirements

Education:

- Masters of Public Health, JD/PHD/MD/DO
- Undergraduate Degree substantial, professional public health program management experiences

Experience:

- 3-5 years professional experience in a public health profession;
- Personnel management experience;
- Experience working with federal and private funders a plus;
- Demonstrated experience with project management and development;
- Proven ability to work in both internal and external coalitions and teams;
- Federal grant writing experience;
- Federal grant management experience;
- Ability to manage multiple tasks and projects;
- Proven to be highly organized;
- Familiar with not-for-profit/public service organizations and funding systems;
- Ability to communicate effectively both oral and written communication forms using generally accepted correspondence and federal grant report formats;
- Demonstrated skill in developing work processes using automated equipment;
- Skill and ability to use automated office equipment and software programs;
- Ability to use tact and diplomacy with all sensitive issues and special situations;
- Ability to research and analyze documents.

Specialized Knowledge, Licenses, etc.:

- Must have a valid state driver's license. Possessing a vehicle to assist in performing duties is required.

Supervisory Responsibility, if any:

- Supervise grants management project staff/Special Assistant for Federal Grant Management

Working Conditions:

Incumbent must be able to:

- Work in an office environment and structure with both workstations and offices;
- Sit for long periods of time and use a personal computer;
- Retrieve documents from book shelves, file cabinets, etc.;
- Travel as needed, via airplanes and automobiles;
- Operate personal vehicle and obtain valid liability insurance;
- Work under pressure and deadlines within short time frames;
- Work after hours, as needed.

Other Qualifications:

- Except as provided by Title 25 CFR, Section 472 which allows for American Indian/ Alaska Native preference in hiring, the NIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

TO APPLY:

Interested parties can apply by mail, fax or e-mail. Please send a cover letter along with your resume/vita to:

NATIONAL INDIAN HEALTH BOARD

926 Pennsylvania Ave, SE

Washington, DC 20003

ATTN: Public Health Director Position

Fax: (202) 507-4071 *ATTN: Public Health Director Position*

E-Mail: vwalker@nihb.org

SUBJECT LINE: Public Health Director Application (*and your last name*)

Open Until Filled

10/09/13

SAB/VW