

Public Health Program Manager Job Description

Job Title: Public Health Program Manager	Salary Range: \$45,000 – 65,000
Project: Public Health Programs/Grants	Reports to: Director of Public Health Programs

Position Overview:

The National Indian Health Board (NIHB) has an immediate opening for full-time Program Manager. NIHB is a national non-profit serving all federally recognized Tribes, and providing *One Voice affirming and empowering American Indian and Alaska Native Peoples to protect and improve health and reduce health disparities.*

The Program Manager will lead NIHB's Methamphetamine and Suicide Prevention Initiative efforts by developing, implementing, managing and evaluating outreach and education activities for Tribal programs receiving MSPI funding. Activities include providing one-on-one and group technical assistance; providing in-person and virtual training; researching, developing, and drafting publications, outreach materials and toolkits; designing, coordinating and facilitating meetings and conferences; providing written reports and in-person presentations for funders and other stakeholders. The program manager will work closely with other NIHB staff assigned to the project. In addition, the Program Manager will contribute to other NIHB public health projects and activities, including: researching and drafting grant proposals, planning for events and conferences, providing technical support to Tribal Advisory Committees, and other duties as assigned.

A minimum two year commitment is anticipated.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Responsibilities:

- Coordinate all aspects of the MSPI grant and provide leadership and direction to ensure a successful technical assistance effort for Tribes receiving MSPI funding
- Provide in- person and technology based trainings to Tribes receiving MSPI funding
- Develop outreach and education materials, including newsletter and social marketing, for distribution to MSPI Tribal programs and the wider American Indian and Alaska Native audience
- Coordinate/facilitate/present webinars relevant to the MSPI project
- Develop and maintain a technical assistance portal to include forms, referrals, tracking, and responses to technical assistance requests
- Work collaboratively with contractors and partner agencies to maintain a web-based resource center for MSPI information dissemination
- Act as an NIHB liaison in matters related to the MSPI Initiative

- Identify and develop strategic partnerships that will support further growth of the initiative and sustainability of the project
- In collaboration with the Indian Health Service Division of Behavioral Health staff assigned to the MSPI Project, organize and co-facilitate monthly Tribal grantee teleconferences to identify and address technical assistance needs
- Evaluate efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify gaps and opportunities to improve performance
- Develop and maintain an accurate account for program benchmarks/objectives of the MSPI, ensuring objectives and deliverables are met and reports are prepared and submitted in a professional and timely manner
- Identify problems and negotiate corrective action concerning programmatic issues
- Work collaboratively with the IHS Division of Behavioral Health MSPI staff on postings of press releases and other external communication to Tribal grantees and partnerships
- Represent NIHB at public events, conferences, and in media, as needed, related to the grant deliverables in the area of Methamphetamine and Suicide related activities
- Serve as an expert on other behavioral health issues and technical assistance needs
- Maintain currency in advancements in the public health field and accurately project the impact of these changes on programs in Indian country
- Incumbent will also contribute to NIHB's National Collaborative HIV/AIDS Awareness Project
- Other duties include: grant writing, event and conference planning, support for Tribal Advisory Committees, and other duties as required

QUALIFICATIONS

Desired Qualifications: Master's in Public Health, Behavioral Health, Counseling or similar field

Required Qualifications:

- Bachelor's degree with concentration in Public Health, Social, Biological or Health Sciences, Education, Public Administration, or related discipline
- At least 2 years related professional experience
- Knowledge of the national public health care agenda, issues, impacts, and American Indian and Alaska Native needs as they relate to public health and behavioral health
- In- depth knowledge of public health programs, research, infrastructure, current issues and best practices
- Knowledge of methamphetamine prevention, intervention, treatment and aftercare
- Knowledge of the Tribal suicide prevention, intervention, and postvention
- Experience in providing technical assistance
- Experience providing both technology based and in-person training
- Exceptional communication skills – both public speaking and writing skills
- Experience in public health communications
- Experience with webpage maintenance and social media
- Ability to use tact and diplomacy with all sensitive issues and special situations
- Ability to research and analyze documents
- Experience with federally funded grants, including reporting
- Experience with data management and/or data analysis software
- Must be willing to work in the evenings or weekends, if needed

In addition to the qualifications listed above, the ideal candidate will also possess the following professional qualities:

- Confidence, judgment, and grace under pressure
- Initiative and resilience in the face of ambiguity
- Works well both independently and as part of a team
- Flexibility; nimble in response to an evolving workload
- End-user/customer/client/colleague service orientation
- Independent, critical thinking
- Adept at learning new software and adventuresome with emerging technologies and tools
- Ownership of work; a self-starter who can prioritize tasks and manage his/her time
- Ability to see the connections among the elements of a project, or across projects
- Systematic approach to tasks that ensures consistent quality
- Openness to constructive feedback, input, redirection; positive, lifelong learning orientation
- Attention to detail, but always in the service of bigger pictures objectives and outcomes
- Commitment to the NIHB vision and staff values

Other:

Must have a valid state driver's license.

Working Conditions:

- 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 up to 25%
- Work under pressure and deadlines within short time frames
- Work after hours, as needed

Other Qualifications:

Except as provided by Title 25 CFR, Section 473 which allows for Indian 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.

****Please visit www.nihb.org to view the career opportunities at the National Indian Health Board. You may also contact the office directly to ask about any open positions.**