**Job Title:**  Behavioral Health Program Director

**Reports to:** Clinical Support Services Division Director

**Salary Range:** $87,000 – $115,000 annually

**Benefits:** Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays

**Classification:** Salaried, Exempt

**Status:** Full-Time (1.00 FTE), Regular w/ Benefits

**Location:** Portland, OR

JOB SUMMARY

# About the Northwest Portland Area Indian Health Board (NPAIHB)

The Northwest Tribes have long recognized the need to exercise control over the design and development of health care delivery systems in their local communities. To this end, they formed the Northwest Portland Area Indian Health Board (also referred to as NPAIHB or “the Board”) in 1972.

Guided by a vision of “Health and Wellness for the Seventh Generation,” NPAIHB is a 501(c)3 designated (non-profit) organization and Tribal organization, P.L. 93-638, under the Indian Self-Determination and Education Assistance Act (ISDEAA) serving the 43 federally recognized Tribes in the states of Idaho, Oregon, and Washington. Tribes become voting members of the Board through resolutions passed by their governing body. Each member Tribe designates a delegate to serve on the NPAIHB Board of Directors.

Led by our Board of Directors, NPAIHB’s mission 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 health programs and services.” We have a staff of over 120 professionals dedicated to advancing Tribal health for the 7th generation in the Pacific Northwest.

The NPAIHB’s Strategic Plan 2020-2025 can be found [here](https://www.npaihb.org/wp-content/uploads/2023/12/About-5-Strategic-Plan-Final.pdf).

# Position Summary

NPAIHB assists the Tribes of the Pacific Northwest in delivering high-quality, patient-centered, and culturally relevant health services. We support our Tribes to build expert workforces and systems which are accountable and fiscally sustainable.

The Behavioral Health Program Director (BHPD) is a leader and central resource for Behavioral Health technical assistance, training, management, quality assurance, and supervision of the NPAIHB’s Behavioral Health program, including Behavioral Health projects and services.

The BHPD must have excellent communication skills, both verbal and written, high emotional intelligence, and the ability to summarize complex Behavioral Health information (e.g. Adverse Childhood Experiences (ACEs), trauma, addiction, resiliency, intervention, clinical best-practice, and policy) into culturally relevant and effective programs and services for Northwest Tribes**.** The BHPD will be a be a public health leader who can turn the vision, priorities, and leadership from NW Tribes into transformative programming and services.

The BHPD will ensure compliance with all state, federal, local, and other regulatory agency requirements to shape the Behavioral Health program’s design, and to provide strategic direction for all NPAIHB Behavioral Health projects, programming, and services.

This position reports directly to the Clinical Division Director. This scope of work is housed within the Clinical Support Services Division.

This position is based at NPAIHB’s offices in Portland, Oregon. Local travel and/or overnight travel outside of the area is required approximately 20% of the time.

# Essential Functions

## Behavioral Health Program Excellence and Success

* Provides Behavioral Health program direction and support in alignment with NPAIHB Strategic Plan
* Directs the delivery of Behavioral Health clinical and training content for the Northwest Tribal Epi Center (NWTEC), and for NPAIHB programs, including the Indian Country ECHO Hub, the Tribal Community Health Provider Program (TCHPP), and the CDC 1803 grant, along with future projects and services
* Participates (and leads, where appropriate) in all NPAIHB Behavioral Health related grant meetings and program discussions
* Facilitates and provides staff support to the Behavioral Health Committee meeting during the Quarterly NPAIHB Board of Directors Meeting (QBM)
* Leads the NW Tribal Behavioral Health Directors meeting during QBM
* Leads the NPAIHB’s Behavioral Health curriculum development, along with NPAIHB staff, Tribal partners, and consultants
* Conducts long-term and short-term research (including surveys, feasibility studies, and research studies) to guide Behavioral Health program development, improvement of services, and development of Tribally based best practices for NW Tribes
* Creates and implements capacity building and quality improvement strategies based on the needs and priorities of Northwest Tribes
* Updates Behavioral Health priorities throughout the year, as directed by Northwest Tribes, and through the NPAIHB Strategic Planning process and/or annual federal and state policy priorities
* Works closely with Director of Government Affairs and/or Executive Director to identify Northwest, federal, and state policy priorities related to Behavioral Health
* Represents the NPAIHB and its Clinical and Health projects at state and national meetings, conferences, events, and workgroups relating to Behavioral Health

## Supervisory Responsibilities

* Supervises four (4) Behavioral Health program staff, including assisting with hiring, preparing performance evaluations, reviewing work plans, and assigning and reviewing new projects
* Coaches staff to identify and coordinate their training and professional development needs
* Ensures that the project and staff are following organizational policies, procedures, and directives, requirements of IRBs, partnering agencies, and other relevant parties
* Completes staff performance evaluations within 30 days of employee’s anniversary date, and within 30 days of the completion of employee’s six-month probationary period (as applicable)
* Works in collaboration with supervisor (Clinical Division Director) and Human Resources on disciplinary procedures as outlined in the Program Operations Manual

## Administrative and Reporting Functions

* Works in collaboration with NPAIHB staff (programs, finance, grant, Epi Center), partners, Tribes, and funding agencies to meet grant goals and objectives
* Coordinates meetings with/between staff, partners, and Tribal leaders to discuss Behavioral Health priorities and programming needs
* Organizes training logistics, travel planning, and authorization for both virtual and in-person meetings, gatherings, and events
* Develops and oversees project-related external contracts
* Ensures that Behavioral Health grant applications have support of the NPAIHB Board of Directors
* Coordinates the reporting process for all Behavioral Health grants and contracts to ensure compliance
* Assists with the development of clinical and curriculum communication tools and strategies
* Submit an electronic Monthly Activity Report (eMAR) each month

# Other Duties

* Supports grant writing activities on behalf of NPAIHB, including submission of new grant proposals to fund additional Behavioral Health activities based on Northwest Tribe’s needs and priorities
* As appropriate, acts as Principal Investigator (PI) on Behavioral Health grants
* Oversees submission of Behavioral Health project articles to NPAIHB’s *Health News and Notes* quarterly newsletter
* Performs other duties as assigned by the Clinical Division Director and/or Executive Director or designee

# Standards of Conduct

* Act in service to the Tribes and Tribal communities we serve
* Uphold the Mission, Values, and Vision of the NPAIHB
* Maintain the highest level of confidentiality with all NPAIHB information and documentation
* Consistently exhibit professional behavior and a high degree of personal and professional integrity and impartiality appropriate to the responsible and confidential nature of the position
* Exercise good judgment and initiative in performance of duties and responsibilities
* Demonstrate high emotional intelligence in the performance of all duties and responsibilities
* Orientation toward learning, innovation, service, and the building of second-line leadership
* Commitment to building and organizational culture which centers NPAIHB’s service to Tribes, promotes professional excellence, and builds an environment where employees grow and thrive
* Commitment to build an inclusive workplace across a range of identities and experiences, including (but not limited to) geography, age, gender identity, gender expression, sexual orientation, ethnicity, class, language, disability, religion, spiritual practices, and immigration status
* Sees diversity as a strength, and equity as a baseline
* Work in a cooperative manner with all levels of management and with all NPAIHB staff
* Effectively plan, organize workload, and schedule time to meet workload demands
* Use reasonable judgment to consistently display professional work attire during normal business hours, and/or dress appropriately for the workday, space, or event in lieu of a formal dress code
* Be present, available, and responsive for meetings and calls during regular working hours
* Commit to sharing knowledge and building expertise by participating in all virtual spaces in our workplace with cameras on
* Show consideration by communicating effectively and building collective understanding
* Recognize that relationships are the cornerstone of NPAIHB’s work by treating all NPAIHB delegates/alternates, partners, staff, and American Indian/Alaska Native people with dignity and respect
* Participate willingly in NPAIHB activities

# Qualifications

## Education

Minimum education required:

* Master’s Degree in Behavioral Health, Public Health, Mental Health, Counseling, Psychology, Social Work, or related field

Additional education preferred:

* PhD (or other Doctoral degree) in Behavioral Health, Public Health, Mental Health, Counseling, Psychology, Social Work, or related field

## Experience

Minimum experience required:

* At least five (5) years of professional experience in Public and/or Behavioral Health
* At least three (3) years of professional experience working with Tribes, Tribal Organizations, or Tribal health clinics
* Experience in program management and development, including preparing and monitoring budgets

Additional experience preferred:

* Direct experience working with Northwest Tribes

## Required Knowledge, Skills, and Abilities

* Demonstrated knowledge of Behavioral Health within the Indian health system, and Behavioral Health needs of Tribes
* Proficiency with computer applications (specifically Word, Excel, PowerPoint, and other Microsoft Office Suite programs)
* Strong technical writing skills, and the ability to produce polished writing under a deadline
* Excellent research and analysis skills
* Excellent interpersonal skills
* Must be sensitive to cross-cultural differences, and able to work effectively within their context
* Demonstrated ability to assess and build programs in a culturally competent manner
* Ability to work with minimal supervision, exercise initiative, and make independent decisions and recommendations
* Ability to make professional oral presentations in settings at the national, regional, and community levels, as well as in Tribal settings
* Ability to complete tasks in a timely and accurate manner, with a scrupulous attention to detail
* Ability to travel frequently (approximately 20% of the time)

# Probationary Period

External applicants must agree to serve a minimum six-month probationary period during which time their employment can be terminated at will. For the purpose of evaluating job performance, internal applicants must agree to serve a minimum six-month probationary period when job duties change significantly.

# Work Conditions

## Physical Demands

This position:

* Frequently involves sedentary work (exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body)
* Occasionally involves light work (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

This position:

* Consistently requires the ability to receive detailed information through oral communication and expressing or exchanging ideas or important instructions accurately, loudly, or quickly
* Constantly requires working with fingers, rather than the whole hand or arm
* 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 entails 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 Requirements

Local travel and/or overnight travel outside of the area is often required (approximately 20% of the time).

# Disclaimer

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 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, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

**Apply online at:** <https://www.applicantpro.com/openings/npaihb/jobs>

SEND RESUME AND APPLICATION TO:

NPAIHB Human Resources Department

2121 SW Broadway, Suite 300

Portland, Oregon 97201

FAX: (503) 228-8182

Email: [HR@npaihb.org](http://HR@npaihb.org)