



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2846 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

<b>POSITION:</b>	Prevention of Toddler Overweight & Tooth Decay Study (PTOTS) Coordinator (Part-time 30 hours)
<b>SALARY:</b>	\$13.55 less 5% during probation
<b>REPORTS TO:</b>	Tribal Health Program Manager
<b>LOCATION:</b>	Nespelem, WA

**BASIC FUNCTIONS:** The primary purpose of this position is to assist in the Prevention of Toddler Overweight & Tooth Decay Study (PTOTS), a health research project being conducted by the Northwest Portland Area Indian Health Board (NPAIHB). This project is intended to provide Trial Site Coordination of the planning, implementation and evaluation of control site screening and anthropometric data collections for Prevention of Toddler Overweight and Tooth Decay Study. This position is a highly independent, self-motivated position with overall responsibility for implementation of a detailed, coordinated project consisting of coordinating the project at the tribal site level and providing feedback on tribal site progress to NPAIHB team. The coordinator will operate under the direction of and in compliance with the PTOTS guidelines.

## MINIMUM QUALIFICATIONS (Education and Training):

- ★ Associate's degree in Human Services, Health Science, Community Health Advocacy or closely related discipline; and twelve(12) months of competent work experience involving the application of professional knowledge competence, techniques, methods and practices in Health Services; **OR**
- ★ A combination of college level coursework; or documentation of completed secondary education and thirty-six(36) months work experience involving applicable knowledge, skills and abilities to adequately address the functions of this position; **OR**
- ★ High School Diploma or GED AND a minimum of 36 months of experience in related position.
- ★ At least two (2) years direct experience working with American Indian and Alaskan Native programs-preferably in a community development or health care setting.
- ★ Must be able to obtain CPR and First Aide certification within 30-days of employment.
- ★ Experience in coordinating project activities with specific goals and objectives, timelines and action plan if timelines are not met.
- ★ Experience in coordinating with other team member on completion of appropriate project timelines and documentation for project start up, activities and completion.
- ★ Experience in work with all diversity of populations and the ability to recruit people to participate in the study.
- ★ A high level of organization and motivation.
- ★ Ability to work with minimal day-to-day supervision.
- ★ Good communication skills, good listening skills, good listening skills.
- ★ Must have a telephone and is willing to make phone calls from home.
- ★ Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance throughout employment.
- ★ Must have reliable transportation and can drive in adverse weather conditions.
- ★ Must be willing to attend training assigned by supervisor.
- ★ Must agree to TB testing and review/update of any needed immunizations or sign a waiver declining recommended vaccines.
- ★ Must have four hours HIV/AIDS training or ability to obtain within 30-days of employment.
- ★ Must be able to pass a Criminal Background Inquiry and maintain throughout employment.

**MINIMUM QUALIFICATIONS (Education and Training) continued:**

- ★ Must adhere to the professional and ethical code of conduct modeling a healthy lifestyle, free of non-prescribed drugs and alcohol during term of employment.

**Recruiting Indicators (Knowledge, Skills and Abilities):**

- ★ Knowledge of coordinating of projects with goals, objectives and timelines.
- ★ Knowledge of research methods and terminology.
- ★ Knowledge of reading, interpreting and implementing project goals and objectives.
- ★ Ability to write clear and concise reports, memoranda, directives and letters.
- ★ Ability to accomplish assigned administrative tasks with minimum supervision and with general direction.
- ★ Ability to speak in a clear, factual and interesting manner.
- ★ Ability to meet the public in a tactful, courteous and effectively manner.
- ★ Ability to establish and maintain effective working relationships with co-workers, public and private personnel.
- ★ Ability to travel and drive in diverse weather on reservation roads.

**NOTE:** Pursuant to Tribal Policy, this position is subject to pre-employment, random, post accident and reasonable suspicion drug testing.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**Closing Date:** Applications and supporting documents MUST be received in the Human Resource Office by, **4:00 p.m., Friday, March 12, 2010** or be postmarked by that date.

**Information:** Colville Confederated Tribes  
Human Resource Office  
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