



VACANCY ANNOUNCEMENT

Community Health Aide Program (CHAP) Project Coordinator

OPENING DATE:	05/22/2023	CLOSING DATE:	06/05/2023
SUPERVISOR:	Health Services Administrator	SALARY:	TBD
LOCATION:	Health Services Building – Tribal Complex	STATUS:	Regular Full-Time

JOB SUMMARY

The Community Health Aide Program (CHAP) Project Coordinator will be responsible for the completion of all activities associated with CHAP grant objectives and deliverables, organizing and maintaining all project data. The Project Coordinator will assist the consultants in conducting the assessment of CHAP integration into the Wichita Health System, working closely with the Wichita Tribal Health Board. The Project Coordinator will engage tribal communities and partnering entities to develop support for planning and assessment of a CHAP program.

DUTIES AND RESPONSIBILITIES

- Oversee and manages to increase awareness and understanding of healthcare to community partners and stakeholders through stakeholder development, public education, and engagement of providers willing to participate
- Shall be primarily responsible for overall management of the grant by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable by grant regulations and responsible for the oversight of all project activities in a timely manner.
- Responsible for developing and monitoring operating budgets and insures that expenditures are following grant regulations, program administration and grants management.
- Responsible for the overall development and implementation of the CHAP Assessment and Planning Project and establishes internal controls related to project activities.
- Oversees and submits mandatory progress, statistical, and narrative reports for all program components as required. Ensures financial reports have been submitted in a timely manner.
- Provides supervision of project files and ensuring proper record keeping of information.
- Responsible for all reporting requirements and submission to the funding agency.
- Travels frequently for meetings, trainings, appointments, related to the CHAP project.
- Communicates both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program.
- Organizes and maintains clear and concise records.
- Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE

- A Bachelor's Degree in Public Health, Human Services Administration, Management or other related field is preferred; However, candidate must have completed at least two (2) years in Public Health, Human Services Administration, Management, or other related field from an accredited College or University and/or a combination of education and work experience may be substituted and have at least two (2) years of experience in project/program administration or management, each two (2) years of supervisory experience may be substituted for one year of completed study. The experience and training must be documented by previous work experience, and a copy of college transcripts is required to document education.
- Knowledge of Health promotion and implementation.
- Demonstrated ability to foster collaborative relationships with community.
- Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program. Ability to establish and maintain a positive working relationship with others.

- Be computer literate and able to operate software for letter processing and spreadsheets. Must have the ability to organize and maintain clear and concise records. Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.