



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Community Health Aide Program (CHAP) Project Coordinator

DEPARTMENT: Mid-Level Management

LOCATION: Wichita and Affiliated Tribes- Tribal Complex

REPORTS TO: Health Services Administrator

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.

CORE DUTIES AND RESPONSIBILITIES:

1. 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
2. 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.
3. Responsible for developing and monitoring operating budgets and insures that expenditures are following grant regulations, program administration and grants management.
4. Responsible for the overall development and implementation of the CHAP Assessment and Planning Project and establishes internal controls related to project activities.
5. 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.

6. Provides supervision of project files and ensuring proper record keeping of information.
7. Responsible for all reporting requirements and submission to the funding agency.
8. Travels frequently for meetings, trainings, appointments, related to the CHAP project.
9. Communicates both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding program.
10. Organizes and maintains clear and concise records.
11. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. 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.
2. Knowledge of Health promotion and implementation.
3. Demonstrated ability to foster collaborative relationships with community.
4. 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.
5. 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.
6. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants. Must work flexible hours and willing to work after 5:00 PM and on weekends when necessary. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE _____
DATE

DEPARTMENT SUPERVISOR _____
DATE

CHIEF OPERATIONS OFFICER _____
DATE

HUMAN RESOURCES DEPARTMENT _____
DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.