

HOPI CANCER SUPPORT SERVICES  
(Screening Program)

**COORDINATOR**

**INTRODUCTION:** This position is responsible for coordinating and administrative management of the breast, cervical and colorectal cancer program in support of the Hopi Tribe.

**DUTIES:** (The following examples of duties are intended to be illustrative only are not intended to be all inclusive or restrictive)

1. Plans, develops and implements program services to ensure compliance and quality services; conducts annual program review to evaluate program effectiveness and appropriateness for targeted population; assists with short- and long-term goal planning; assists in developing policies, procedures and training with participating agencies; assists in shaping or improving program effectiveness and productivity; assures program is in compliance with program mission.
2. Prepares and submits grant applications, prepares and submits reports relative to program operations to appropriate agencies.
3. Meets with local, federal and state agency personnel and officials of the Hopi Tribal government; may deal extensively with various committee(s), task teams, etc., of the Hopi Tribal Council.
4. Serves as program liaison with local, state, regional and federal agencies and related organizations; develops, negotiates and monitors interagency agreements/contracts; performs research in specialized field, community development, outreach and networking; develops quality assurance indicators and monitoring activities; conducts analysis of health systems and evaluation of medical services.
5. Provides early detection of breast and cervical cancer, Colorectal Cancer screening and other clinical services; develop and manages a data system of confidential client records; conducts analysis of health systems and evaluation of medical services; develop quality assurance indicators and monitoring methods/techniques.
6. Supervises subordinate staff in order to efficiently complete work; provides instruction, mentoring, coaching & training regarding work assignments, procedures, methods & techniques; develops and reviews performance standards/evaluation; initiates personnel action as necessary.
7. Performs other duties as assigned or authorized in to achieve program goals and objectives.

**COMPLEXITY:** The work involves varied duties requiring many different and sometimes-unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Assignments are characterized by their breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature of and the scope of the problems.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Cancer Support Services Administrator. The supervisor and incumbent, in consultation, set the overall

objectives, priorities and timelines and resources available. The incumbent is responsible for planning and carrying out the assignments independently, resolving conflicts, which may arise. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility and effectiveness in achieving expected results.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, supervisor, Hopi Tribal Council, tribal & village officials/staff, other public/private organizations, funding agency representatives and the general public. The purpose of these contacts is to exchange factual information related to planning, coordinating & project management/assessment, and building mutually beneficial professional relationships.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to work or attend meetings in the evenings, weekends holidays when necessary to accomplish the work. Moderate travel by automobile on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education: Bachelor's Degree in Health, Public Health, Nursing or closely related field;

AND

B. Experience: Four (4) years work experience in public health nursing, social services or community health development involving program planning, contract/grant administration with one (1) year of supervisory responsibilities;

OR

C. An equivalent combination of Education, Training and Experience which provides the capabilities to perform the duties of the position.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge:

Knowledge of modern principles and practices of program operations, strategic planning  
Knowledge of grant writing and negotiation  
Knowledge of tribal, federal & state funding sources, regulations and application processes  
Knowledge of the socio-economic realities existing on Indian Reservations  
Knowledge of women's health issues

B. Skills:

Skill in writing & verbal communications  
Skill in managing staff and complex internal relationships  
Skill in organizational development & assessment and project planning

Clinical skills relevant to woman's health clinics  
Skill in providing excellent customer service and public relations

C. Abilities:

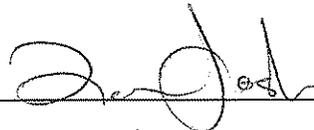
Ability to plan, develop, implement and administer management  
Ability to liaise with various governmental agencies, private businesses and development representatives  
Ability to analyze & assess systems failures and develop appropriate corrective action  
Ability to plan, develop, administer and implement a community-planning program

**NECESSARY REQUIREMENTS:**

1. Must complete & pass the pre-employment screening (includes a background investigation and fingerprint check) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and complete & pass the Hopi Tribe's Defensive Driving Course.

**DESIRED QUALIFICATION:**

1. Speak and understand the Hopi language to converse with participants who prefer to speak in Hopi.

REVIEWED BY:  \_\_\_\_\_ 11/12/10  
Hiring Authority Date

APPROVED BY:  \_\_\_\_\_ 11/22/10  
Personnel Director Date