



PROJECT COORDINATOR

Department of Health & Human Services

Reports To: CHR Manager

Salary/Hourly Range: 34

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Developed: 09/25/2018

INTRODUCTION

This position is responsible for coordinating and administrative management of the "Great Beginnings for Healthy Native Smiles: An Early Childhood Caries Prevention Program" activities for the Hopi Tribe and Northern Arizona University.

The incumbent performs related functional duties of average difficulty which requires general knowledge of applicable management principles, methods and administrative practices. The work consists of duties that involve related steps, processes and methods. Decisions regarding what needs to be completed depends upon the analysis of the subject, phase or issues involved in assignments and incomplete or conflicting data. Assignments require cultural sensitivity and may require refining the methods and techniques to be used. Contacts are with Hopi members, employees, the general public, Hopi Villages and personnel of other related service agencies involving the exchange of factual information, and providing assistance and advisement regarding early childhood caries prevention.

The supervisor provides direction and guidance by defining and clarifying office/program mission and goals, identifying resources available and establishing program services objectives and position performance standards. The employee is responsible for performing functional responsibilities and duties under general supervision, consulting with the supervisor on difficult problems, unusual situations or complex issues. The employee keeps the supervisor informed of progress. Completed work is reviewed for effectiveness in carrying out and meeting established goals and objectives.

KEY DUTIES AND RESPONSIBILITIES

(This is not a comprehensive listing of all functions and duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Responsible for coordinating and administering the Early Childhood Caries Prevention Program functions and activities in accordance with goals/objectives and applicable regulations and procedures.
2. Provide day-to-day support and research coordination for the Consortium Principal Investigator and Community Health Representatives.
3. Monitor project budgets, support travel arrangements, manage disbursement of research incentives, and purchase supplies as needed.
4. Support recruitment and consent of research participants and coordinate interviews and focus groups.
5. Schedule project visits and schedule and support Community Advisory Board meetings.
6. Coordinate interviews and focus groups.
7. Responsible for secure data collection and storage, and transfer to Northern Arizona University.
8. Prepares correspondence required, project reports and other documents; and establishes and maintains official records of program documents and files.
9. Performs to accomplish the tasks and requirements outlined in the Scope of Work of the Hopi Tribe-NAU Inter-governmental Agreement (IGA).
10. Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative operational planning and management principles and practices;
- Knowledge of evaluation principles including goal and objective setting;
- Knowledge of the political, cultural and socio-economic environment of the Hopi Reservation;
- Has an understanding of oral health and dental carries (decayed, missing or filled teeth), specifically in early childhood;

- Skill in operating computers, digital copiers and other modern office machines and equipment;
- Excellent writing and verbal skills adequate for preparation of statistical and narrative reports, composing official correspondence, and for public presentations;
- Basic research skills such as writing and editing, literature reviews, collecting and managing data, maintain accurate records of interviews, and safeguarding the confidentiality of subjects;

- Ability to assess needs and develop appropriate plans to meet those needs;
- Ability to work independently while under the general supervision of the CHR Manager;
- Possess supervisory skills and practices.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is sedentary and performed in a standard office environment that requires normal safety precautions typical of offices/meeting rooms and working around office machines and equipment. A majority of the work is performed in the community environment when conducting on-site meetings/presentations. Travel on and outside the service area is required to participate in business meetings and other matters.

MINIMUM QUALIFICATIONS

Education: Associates Degree in the field of Health Education, Social Services or Health related studies or closely related field;

AND

Experience: Two (2) year's work experience in community health education which includes public service program planning, development, management or marketing/media;

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

NECESSARY SPECIAL REQUIREMENTS

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent is responsible for maintaining a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENTS

- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.