



Job Title: COORDINATOR

Department / Office: Hopi Cancer Support Services (Screening)
Reports To: Cancer Support Services Manager
Salary / Hourly Range: 40
Job Classification Code: 8810
Level of Background Check: 1B
FLSA Status: NON-EXEMPT
Driving Required: Yes, As Required
Revised: 05/29/2015

INTRODUCTION:

This position is responsible for coordinating and administrative management of the breast, cervical and colorectal cancer screening program in support of the Hopi Tribe. The incumbent is under general supervision and line authority of the Cancer Support Services Manager. The incumbent is responsible for planning and carrying out the assignments independently, resolving conflicts which may arise.

DUTIES:

(The following examples of duties are intended to be illustrative only and 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 department mission and grant regulations.
2. Prepares and submits grant applications, prepares and submits reports relative to program operations to appropriate agencies.
3. Meets and interacts with local, federal and state agency personnel and officials of the Hopi Tribal government.
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. Manages services for the early detection of breast and cervical cancer, colorectal cancer and other clinical services; and manages a data system of confidential client records; conducts analysis of health systems and evaluation of medical services; develops 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 in order to achieve program goals and objectives.

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 such is required to work or attend meetings in the evening, weekends and holidays when necessary to accomplish the work. Moderate travel 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 (1) year of supervisory responsibilities;

OR

C. An equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position and determined to be acceptable by the Office of Human Resources.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of modern principles and practices of program operations, management and planning
- Knowledge of grant management and proposal writing
- Knowledge of tribal, federal & state funding sources, regulations and application processes
- Knowledge of the socio-economic and health disparity 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 effective management practices
- Ability to liaise with various governmental agencies, private businesses and development representatives
- Ability to analyze and assess system failures and develop appropriate corrective action
- Ability to plan, develop, administer and implement a community-planning program

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.

DESIRED QUALIFICATIONS:

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