POSITION: **PROJECT SUPERVISOR (PCORI)**

REPORTS TO: Diabetes Prevention Program Manager (DPP)

STATUS: Part-Time Regular, Exempt

BACKGROUND: The Indian Health Center of Santa Clara Valley is a 501(c)3, nonprofit, community health clinic, located in San Jose, California. We serve people from all walks of life, regardless of race, creed, color, religion, sex, sexual orientation or disability and take pride in serving our diverse patients and clients. Besides having a highly talented medical and dental department, the Indian Health Center also has an outstanding counseling department, community wellness center and WIC (Women, Infants, and Children) department.

POSITION SUMMARY: Under the direction of the Diabetes Prevention Manager provides health promotion/disease prevention services through community education, individual health education, social service referrals, and advocacy services. This position assists in delivery of culturally appropriate services that contribute to the total wellness of the American Indian community and the IHC clients. Conduct Diabetes Prevention education in one-on-one and group settings and supervise the Research and Program activities of the Patient Centered Outcomes Research Institute Grant (PCORI).

DUTIES & RESPONSIBILITIES:

- Provides Project supervision of PCORI 3 year grant to enhance the Diabetes Prevention Program, including outreach, recruitment, lab referrals to qualify possible participants, scheduling classes and instructors, organizing 17 week core curriculum, plan and implement quarterly after core activities, data collection, create and update participant files, create and update master registry, provide lifestyle coaching, provide weekly program updates to DPP manager
- Coordinate the activities of the American Indian Action Committee (AiCAB)
- Develop an agenda for monthly AiCAB meetings and take notes at each meeting
- Coordinate and participate in designated PCORI enhancements
- Serve as PCORI grant compliance officer to ensure (CITI) IRB training is completed by AiCAB members, ensure community engagement is central, oversee informed consent is completed by all participants
- Provides individual health education on diabetes prevention and cardiovascular disease per PCORI grant requirements
- Conducts group diabetes prevention classes for American Indian/Alaska Natives
- Provides assistance in all aspects of the PCORI and DPP
- Provides social services to American Indian families and elders including, but not limited to, interdepartmental and off-site agency referrals, phone calls, client maintenance/follow-up, etc.
- Participates in staff and departmental meetings and provide monthly narrative and statistical data PCORI grant reports
- Acts as a liaison between IHC, Stanford University OCH and PPOP, local CBO’s and American Indian agencies
- Represents IHC at outreach events; assist in flier distribution, booth set-up, and program promotion
- Performs other duties as assigned
- Some overnight travel may be required
REQUIRED QUALIFICATIONS, KNOWLEDGE & ABILITIES:

- A Bachelor Degree in Health Sciences or equivalent preferred or at least two years experience providing health education to minority populations
- Ability to conduct community and patient education in a culturally appropriate fashion
- Strong customer and results orientation. Ability to interact with individuals from diverse backgrounds (e.g. culture, education, profession)
- Demonstrated ability to perform multiple functions simultaneously in an accurate, organized, and efficient manner
- Ability to function independently and as a team member within diverse environments as well as a diverse staff composition
- Carries out all responsibilities in an honest, ethical and professional manner and demonstrates good judgment
- Interest and commitment to the mission of the Indian Health Center. Experience with nonprofit health organizations desirable
- Knowledge of office systems. Computer literacy and knowledge of Windows environment and popular software (e.g., Microsoft Office Suite, Publisher, Photoshop)
- Knowledge of and ability to work with the American Indian community and other minority populations
- Possession of a valid California Driver License, automobile insurance, and a clean driving record
- Maintain strictest confidentiality, except when mandated reporting is required
- Follow all HIPAA guidelines and requirements

PHYSICAL REQUIREMENTS:

- Ability to sit for extensive periods of time
- Manual and finger dexterity and eye-hand coordination sufficient to accomplish the duties associated with your job description
- Ability to lift up to 35 pounds
- Ability to stoop, squat, or bend frequently
- Corrected vision and hearing within normal range to observe and communicate with candidates and professional staff

WORKING CONDITIONS:

Exposure to all patient elements, including communicable disease and blood borne pathogens. Will need to walk up and down stairs, bend, and stoop in the course work daily work. Will need to occasionally travel with some overnight stays to attend conferences, workshops and group activities, etc. Will need to travel from one site to another and to attend group activities.

Preference is given to qualified American Indian/Alaskan Natives in accordance with the American Indian Preference Act (Title 25, U.S. Code Section 472, 473 and 473a). In other than the above, the Indian Health Center of Santa Clara Valley is an equal opportunity employer.

To Apply: Please send resume, cover letter and 3 references to:

Email: jobs@ihcscv.org
Fax: (408) 448-1041

By Mail:
ATTN: Human Resources
Indian Health Center of Santa Clara Valley
1333 Meridian Avenue, San Jose, CA 95125