



Seattle Indian Health Board

For the Love of Native People

611 12th Avenue South

Seattle, WA 98144

(206) 324-9360

www.sihb.org

POSITION: Evaluation and Research Director
DEPARTMENT: Urban Indian Health Institute (UIHI)
REPORTS TO: Public Health Associate Officer
JOB LOCATION: Seattle Indian Health Board (SIHB), Leschi

The Evaluation and Research Director (ERD) (1.0FTE) is responsible for oversight of the development and implementation of activities and programs related to resources, services, and trainings involving Indigenous evaluation and Indigenous research and policy. The ERD is also responsible for overseeing our Senior Program Managers and programs. In addition, the position will assist and play a key role in the development of a robust research agenda that is based in the principles of Indigenous community-based research. The research agenda and activities will include proactively building relationships with Urban Indian Organizations (UIOs) and other tribal agencies serving American Indian/Alaska Native (AI/AN) living off tribal lands, creating a research agenda, engaging collaborators such as academic institutions, and generating original research questions and proposals.

SIHB Core Competencies

Core Competencies are foundational commitments and skills that all SIHB staff are expected to develop. These competencies define common measures for performance that are applied to every role in the organization.

- Commitment to Indigenous and Organizational Values: Everything we do at SIHB is centered on Traditional Indian Medicine. It is our responsibility to maintain cultural integrity in all that we do.
- Accountability: All employees of SIHB effectively manage their own work and the work of their teams. We take ownership of our actions and decisions. We all strive to deliver the highest quality work and care, while respecting our teammates and relatives.
- Collaboration: SIHB is a team-oriented organization. As team members, we share the responsibility of working toward a common purpose. We collaborate with our colleagues across the organization to deliver the highest quality of care and results in alignment with our mission, vision, values, and Theory of Change.
- Communication: We practice effective and clear communication with staff, relatives, teams, and community. We demonstrate empathy among each other and with those we serve, and transparency in our decision making.
- Customer Service Orientation: All employees of SIHB recognize the needs of the diverse community we serve. We put the needs of our relatives first by delivering the highest quality, professional, responsive, and innovative care. Our relatives come first and deserve the best.

Organizational Responsibilities

- Hold Indigenous values and practices with respect and integrity.
- Hold yourself accountable to the highest standard by being resourceful, innovative, creative, and solutions oriented.
- Actively participate in organizational activities with the understanding that success is achieved through teamwork.



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- Recognize that communication is central to the organization's success and actively champion your words and actions to maintain respect for others, encourage constructive feedback, be open to share laughter and acknowledge differences in skills and opinions, all while keeping others' best intentions in mind.
- At SIHB, we refer to our customers as Relatives. Our Relatives come first and deserve the best. Serve the needs of our Relatives first by delivering the highest quality, professional, responsive, and innovative care.

Duties & Responsibilities

- Plan, implement and maintain effective monitoring and evaluation systems (including databases, data collection instruments, and data management) in collaboration with the Public Health Associate Officer and Public Health Services Director.
- Promote and facilitate collaboration and communication between federal-funder entities and UIHI research and evaluation partners.
- Provide training and technical assistance to participating UIOs, tribes and tribal organizations on health assessment, strategic planning, study design and development, continuous quality improvement, program monitoring, and evaluation including data collection, data analysis, and data interpretation and reporting in collaboration with the UIHI and SIHB Directors.
- Synthesize data on local, regional, and national levels to communicate outcomes in collaboration with the Public Health Associate Officer and Public Health Services Director.
- Serve as a liaison between UIOs, tribes and tribal organizations and the IHS, CDC, NIH, and other federal, state, and local agencies.
- Assist UIOs, tribes and tribal organizations in developing monitoring and evaluation plans, including logic models and SMART objectives.
- Oversee and supervise the work of, and delegate appropriately, to Evaluators, Program Managers, Epidemiologists, and Program Associates.
- Oversee development of documents, training materials, protocols, briefs, brochures, reports, manuscripts, and other supporting public health materials and disseminate as appropriate.
- Prepare and present progress reports and other reporting measures to funders and stakeholders locally and nationally.
- Participate in grant writing and other activities to support the growth and sustainability of evaluation, research, and chronic disease prevention programs and services.
- Collaborate closely with UIHI/SIHB leadership, including but not limited to the UIHI Director, Public Health Associate Officer, Public Health Services Director, and Communication Director.
- Complete other duties as assigned.

Education & Experience

- Master's degree or Doctorate degree preferred in social or health sciences.
- 5 years' experience in program coordination and supervision and relevant experience in federal grants management.
- Familiarity with the unique healthcare needs and social issues facing AI/AN and the desire to promote the delivery of appropriate health services to this population.



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Qualifications

- Valid Washington State driver's license, proof of car insurance and use of a personal vehicle.
- Candidates must complete an acceptable Background Check as part of the hiring process.
- Ability to assess situations and make clear decisions which are timely and in the best interests of the organization.
- Set priorities and monitor progress towards goals, and track details, data, information, and activities across multiple projects for reporting.
- Adept at working independently or in a team environment, whichever is considered appropriate for the situation.
- Demonstrate excellent communication and networking skills, including public speaking, writing, group facilitation, and communicating cross-culturally with diverse partners, and interacting with people of all ages and cultural backgrounds.
- Demonstrate cooperative behavior with supervisors, subordinates, colleagues, clients/relatives, and the community in all situations.
- Knowledge of computer applications necessary to fulfill job duties.
- Work well under pressure, meet multiple and often competing deadlines.
- Ability to work varied hours, including evenings and weekends as required.

Work Environment: SIHB staff work four (4) ten (10) hour shifts per week on site. Standard hours are 7 am to 6 pm, 4 days a week, with occasional extra hours for events or to meet deadlines.