



## Seattle Indian Health Board

*For the Love of Native People*  
611 12th Avenue South  
Seattle, WA 98144  
(206) 324-9360  
www.sihb.org

**POSITION:**                **Evaluator I**  
**DEPARTMENT:**        **Urban Indian Health Institute (UIHI)**  
**REPORTS TO:**         **Senior Evaluator**  
**JOB LOCATION:**      **Seattle Indian Health Board (SIHB), Leschi**

The Evaluator I provides evaluation program efforts at UIHI. This role assists the Evaluator II, Senior Evaluator, and the Evaluation and Research Director to plan, coordinate, and administer evaluation initiatives and program activities and work to develop new offerings to meet emerging needs of evidence-based data for our urban American Indian/Alaska Native (AI/AN) communities. This position is accountable for documenting achievement of program goals, objectives, and outcomes. The Evaluator I provides direct services to program participants.

### **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.
- 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.



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- 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**

- Activities will include evaluation support, fostering professional & leadership skill development and self-care with advocates. Participate in orientation and appropriate training in accordance with organizational standards.
- Provide direct services to Urban Indian Health Network (UIHN) members including evaluation assistance, training, data requests, etc.
- Regularly evaluate and document program elements to ensure performance standards/requirements are met. Maintain files and data-reporting systems to support related program analysis on regular, defined intervals.
- Participate in advisory meetings and/or coalitions with community partners and stakeholders on a continual basis. Build relationships with partners to promote and enhance coordinated, effective service delivery. Network with colleagues and promote participation in program activities.
- Actively participate in internal quality-improvement teams and work with members to drive quality-improvement initiatives in accordance with the mission and strategic goals of the organization, federal/state/local laws and regulations, and accreditation standards.
- Develop project and fiscal progress reports consistent with the sponsor's deadlines.
- Plan, schedule, and monitor project timelines and milestones using appropriate tools.
- Communicate project milestones and deliverables with executive sponsors, appropriate team members, and stakeholders.
- Work with external partners on negotiating data collection, analysis, and dissemination throughout the grant life cycle.
- Assist Principal Investigator(s), Evaluation and Research Director, Senior Evaluator, and Evaluator II to develop protocols and materials including surveys, data collection measures, testing, etc.
- Support coordination of human subject documents, reviews, modifications, and approvals.
- Develop community- and agency- facing materials to raise awareness of SIHB/UIHI research and review processes.
- Participate in the planning, development, and implementation of Indigenous evaluation or research trainings or workshops, as requested by UIHI leadership and UIHN.
- Carry out program management duties, i.e., reporting, program strategic planning and resource development, as assigned.
- Support Traditional Health integration to achieve the overall department goals and objectives as assigned.
- Promote the organization's vision, mission, and values at all levels.
- Manage and oversee special projects as assigned.
- Other job-related duties as assigned.

### **Education & Experience**

- Bachelor's degree in social or health sciences.



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- Master's degree in social or health sciences preferred.
- 1+ years experience in program coordination and supervision, with relevant experience in grants management.
- Experience working 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.
- Experience working with tribes and/or tribal organizations strongly preferred.
- Experience with qualitative, quantitative, and mixed-methods research methodologies.
- Experience working on funded research programs; experience developing, guiding, and conducting health research tasks and projects.

### Qualifications

- Set priorities and monitor progress towards goals, and track details, data, information, and activities for reporting.
- Demonstrate program management, organizational, and coordination skills.
- Adept at working independently or in a team environment, whichever is considered appropriate for the situation.
- Show initiative and work with minimal supervision.
- Work well under pressure, meet multiple and often competing deadlines.
- Ability to assess situations and make clear decisions which are timely and in the best interests of the organization.
- Proficiently use software programs such as Outlook, Word, Excel, Access, and PowerPoint.
- Knowledge of computer applications necessary to fulfill job duties.
- Learn to use new software as needed.
- Demonstrate cultural humility in working collaboratively with AI/AN communities.
- 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.
- Communicate effectively and professionally, both orally and in writing.
- Demonstrate strong writing skills.
- Demonstrate cooperative behavior with supervisors, colleagues, relatives (patients), and the community in all situations.
- Establish and maintain effective working relationships with supervisors, colleagues, public officials, representatives of other agencies and organizations, community members, and clients.
- Ability to work varied hours, including evenings and weekends as required.
- 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.

**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.