



## Seattle Indian Health Board

*For the Love of Native People*

611 12th Avenue South

Seattle, WA 98144

(206) 324-9360

www.sihb.org

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

The Program Manager provides leadership and oversight for multiple grant-funded projects at SIHB. This position will work to oversee the implementation of all project components including, but not limited to, evaluation oversight, team coordination, logistics and reporting requirements. Additionally, the Program Manager may oversee Program Associates, Public Health Trainees, and other associated staff.

### 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**

- Demonstrate commitment to the organization's vision, mission, values, and Theory of Change at all levels.
- Coordinate project teams to ensure success of individual and collective projects.
- Carry out program management duties, i.e., program strategic planning and resource development.
- Work with the Traditional Health Team to support Traditional Indian Medicine integration to achieve the overall department and program goals and objectives.
- Work with the data department to ensure accuracy of project and program outcomes.
- Maximize the potential of the program by understanding how different projects interlink and overlap. Mirror Scope wherever possible to mitigate cost and additional responsibilities to Program Teams.
- 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. Build relationships with partners to promote and enhance coordinated, effective service delivery. Network with colleagues and promote participation in program activities.
- Expand program offerings and enhance the quality of existing programs.
- Coordinate project activities, workshops, and events.
- Report on program performance to executive team and directors.
- Work with the Senior Program Manager to maintain Project Management standards for all programs to ensure that the restraints (Time, Budget, and Scope) of programs meet all compliance measures and standards per contract.
- Work with the communications team to increase awareness of programs.
- Actively participate in internal quality-improvement teams and work with members proactively 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.
- Other duties as assigned.

### **Education & Experience**

- Bachelor's degree in social or health sciences. Master's degree preferred in social or health sciences.
- 1-2 years' experience in program coordination and supervision and relevant experience in federal grants management.



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- Familiarity with the unique healthcare needs and social issues facing American Indians/Alaska Natives (AI/AN) and the desire to promote the delivery of appropriate health services to this population.

### Qualifications

- 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.
- Strong understanding of data and evaluation as related to grant funded projects.
- Strong coordination and group facilitation skills.
- Strong Project Management skills including development of workplans, implementation, monitoring, compliance, and evaluation.
- Set priorities and monitor progress towards goals, and track details, data, information, and activities for reporting.
- Impeccable writing skills.
- Ability to make data informed decisions.
- Ability to assess situations and make clear decisions which are timely and in the best interests of the organization.
- Adept at working independently or in a team environment, whichever is considered appropriate for the situation.
- Demonstrate cooperative behavior with supervisors, subordinates, colleagues, clients/patients, 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.
- Valid Washington State driver's license, proof of car insurance and use of a personal vehicle when necessary.
- 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.