

Papa Ola Lōkahi

POSITION DESCRIPTION: **Project Coordinator – Peau o Le Vasa / Ho‘okele**
TYPE: Full-time, At Will, (Exempt/Salaried)
FUNDING SOURCE: NIH Grant (Westat)
HALE: Ka Pūnana
RESPONSIBLE TO: Director of Innovation & Initiatives

POSITION RESPONSIBILITIES: To engage in and provide statewide and national support in the development and maintenance of community health specifically focused on building relationships with community members and partners (included but not limited to Native Hawaiian Health Care Systems as referenced in the Native Hawaiian Health Care Improvement Act, Community Health Workers, Community-based Organizations, Federally Qualified Community Health Centers, Medical Providers, Faith-Based Institutions, etc.).

Essential Duties:

1. Assist and support the development, writing, and publications (as applicable) of federal, state and local initiatives impacting the health of Native Hawaiian & Pacific Islanders (NHPs) in areas related to social determinants of health;
2. Responsible to collect, compile, and systematically disseminate health related information of importance to NHP communities in Hawai‘i through the training and engagement of Community Health Workers;
3. Assist and support the design, implementation, evaluation and process for ongoing improvements of both short & long-term goals for this area of Ka Pūnana including the Peau O Le Vasa project in partnership with Westat, UH DNHH and NAOPO;
4. Learn and collaborate with other indigenous/native or culturally-embedded program innovations that support to improve services to our communities;
5. Assist and support NHHCS/CBO staff to assess, map and leverage existing resources and to inform identification and prioritizing of new partners to fill existing gaps; and
6. Perform other related duties and responsibilities as assigned.

Additional Duties:

7. Assist with conducting a comprehensive assessment of research training needs among NHP community-based organizations (CBOs) and community health workers (CHWs).
8. Support the coordination of culturally grounded, community-engaged research training and technical assistance for NHP-serving organizations and CHWs.
9. Assist with project and milestone planning, documentation, and reporting in alignment with NIH and CEAL guidelines.
10. Facilitate communication and collaboration among community partners, academic institutions, and federal agencies.
11. Promote culturally respectful and relational approaches to research, information sharing, and community engagement.
12. Ensure that community partners are equitably resourced and meaningfully involved throughout the project.

Non-Essential Duties:

Working Conditions: Work associated with this position will be managed both in-person and remotely based on external circumstances that are continually reviewed. Must attend committee meetings as assigned. Will be engaging in coordination efforts through virtual and possible in-person engagement. Requires the skills needed to work with a range of people from different backgrounds.

Work Hours: Hours will vary based on meeting schedules and activities of the hale operational needs but outside of organizational hours (8-4:30p) will need to be determined prior with

supervisor. Work hours may be adjusted with prior approval from the Chief Executive Officer. Weekend and Evening hours may be required.

Equipment Use: Familiar with computers as work will be managed through multiple system platforms along with other generalized office equipment. Should be competent with a range of software including MS Word, Excel and any other programs that may be relevant to their area of business. Must have access to reliable equipment and internet while performing remote work functions.

Mental, Physical and Communication Demands: The work requires sitting, walking, stooping/bending, finger dexterity, seeing, hearing and speaking.

Experience & Qualifications

1. Possession of a college degree and relevant professional experience, possession of the following competencies in technical knowledge, critical thinking skills, communication skills and interpersonal skills;
2. Demonstrate ability to recognize problems, identify possible causes and develop potential solutions;
3. Able to work both independently and within a group setting;
4. Demonstrate ability to understand oral and written documentation, write reports and procedures and communicate effectively in a variety of situations;
5. Demonstrate ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals;
6. Demonstrate ability to operate a personal computer and work processing software;
7. Familiarity with issues related to health disparities related to chronic diseases;
8. Familiarity of Native Hawaiian and Pacific Islander communities.

Supervisor's Signature _____ **Date:** _____

Authorized/Approved By _____

Signature _____ **Date:** _____

I, _____ acknowledge receiving this job description.

Signature: _____

Date: _____

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.