



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290  
HR Fax: (541) 273-4564

**OPEN: 09/13/2023**  
**CLOSE: UNTIL FILLED**

EXEMPT  X   
NON-EXEMPT      

### POSITION DESCRIPTION

**POSITION:** HO MAS GI PROGRAM DEVELOPMENT  
PROJECT MANAGER

**RESPONSIBLE TO:** Health General Manager

**SALARY:** Step Range: 30 (\$64,946) –49 (\$113,884); No Benefits

**CLASSIFICATION:** Management, Regular, Part-Time (up to 20 hours per week)  
On-site and Remote/Hybrid Position

**LOCATION:** Klamath Tribal Health & Family Services  
3949 South 6<sup>th</sup> Street  
Klamath Falls, Oregon

**BACKGROUND:** Comprehensive Employment level

### POSITION OBJECTIVES

The Ho Mas Gi Program Development Project Manager position is designed to coordinate health, education and related programs that help individuals, families and communities maximize and maintain healthy lifestyles. The Project Manager will work to create a program that will strive to facilitate health behaviors and practices within and among the tribal communities to galvanize a better quality of health, improve life expectancy and a healthier lifestyle in all ages. The Klamath Tribes Culture and Traditions are at the heart of this initiative. Ho 'Mas Gi means Healthy People, Healthier Tribes. It is a saying that is translated into English means "That Way Be" or more colloquially, "Be THAT Way".

### MAJOR DUTIES AND RESPONSIBILITIES

1. Creates, manages and operationalizes all program development efforts to include traditional and non-traditional program opportunities. Analyzes opportunities,

grants and proposals and make recommendations on potential program strategies. To include streamlining efforts already being done.

2. Proposal to include vision, mission, organizational chart and structure. Create a Ho Mas Gi Advisory Committee and a charter/by-laws.
3. Develops and articulates strategic approaches, partnerships, management/staffing plans, M&E, budgets and project designs.
4. Responsible for all aspects of Ho Mas Gi project planning and development of KTHFS Ho Mas Gi related projects, programs and economic and business development opportunities, including identification of available funding sources.
5. Responsible for building relationships with grant representatives and other potential donors.
6. Create, develop, implement, and promote innovative partnerships with appropriate Tribal, local, state, and federal agencies. To include Klamath Tribal Members.
7. Work closely with the HGM; as well as – as appropriate the Tribal Council, Tribal Administration, Health advisory committees, federal and non-federal agencies and organizations, Tribal members, and the public.
8. Responsible for communication internally and externally regarding this project in partnership with Tribal Health and Tribal Administration Communications staff.
9. Ensure that the HGM has adequate information and assistance necessary to assess or respond to this project related actions.
10. Keep the HGM informed of Ho Mas Gi program development, approved projects planning implementation/priorities. Provide monthly and quarterly reports, as directed. Develop and maintain records and prepare reports and documents related to this project and activities.
11. Develop short-term and long-term goals and objectives for Ho Mas Gi. Develop and implement work plans and procedures regarding those goals. To include a formal plan, budget, job descriptions, organizational chart, etc.
12. The incumbent will be called upon to accomplish other tasks within their scope of work.
13. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as

aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

The HGM is the immediate supervisor and outlines the overall objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions. The employee exercises professional knowledge and judgment when interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of project, business and management principles involved in planning, resource allocation, leadership techniques, production methods and coordination of people and resources.

Ability to coordinate multiple tasks and projects.

Considerable knowledge of theories, practices, and principles as they apply to government planning, community development, program development, data collection and analysis.

Excellent critical thinking skills and sound judgement. Excellent interpersonal and listening skills. Ability to interact with all levels of staff in a professional manner.

Ability to establish and maintain effective and cooperative working relationships with Tribal staff; elected Tribal officials; Federal, state, county, and local agency representatives; contractors; Tribal members; and the general public.

Management skills in policy formulation, program development, staff direction and training, development of organizational plans, and the effective accomplishment of programs.

Ability to identify complex problems and review related information develop and evaluate options and implement solutions.

Ability to manage financial resources; determine how funds will be spent to get the work done and accounting for the expenditures.

Ability to communicate verbally and in written form to effectively share information ideas and concerns.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

General knowledge and understanding of the Klamath Tribes' government organization, functions, policies, goals, priorities, and operating programs.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Bachelor's Degree in Project Management, Health Care Management, or related field. *(Must submit copy of degree or transcripts with application.)*
- **REQUIRED** to possess at least three years of demonstrated project management experience or combination of education and experience equal to seven years in project management or administration of a local, tribal, or state community program.
- **REQUIRED** to have grant writing experience and be able to breakdown structures and scope of work, develop new programs, including planning, scheduling, estimating project costs and timeframe for completion. Creation of organizational charts, job descriptions, budgets, etc.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel, Outlook, MS Project or other project management software, email management, internet research, in a networked environment.
- **REQUIRED** to possess excellent oral and written communication skills with evidence of past project reports including inception reports, interim and final reports.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.

- **REQUIRED** to accept the responsibility of a **mandatory reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

**Preferred Qualifications:**

- Business development and/or business plan experience.
- Healthcare experience
- Education experience
- Strong Cultural/Tribal Experience, preferably with The Klamath Tribes

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services**  
**ATTN: Human Resource**  
**3949 South 6<sup>th</sup> Street**  
**Klamath Falls, OR 97603**  
[jobs@klamathtribalhealth.org](mailto:jobs@klamathtribalhealth.org)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.

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Employee Signature

Date

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Supervisor Signature

Date