



**TITLE:** Nurse Project Manager  
**FULL-TIME:** Expected 40 hours per week  
**DOQ**  
**FLSA STATUS:** Exempt

**REPORTS TO:** Cancer Programs Manager  
**STARTING SALARY:** \$65-77K

The American Indian Cancer Foundation is committed to reducing cancer burdens for American Indian and Alaska Native people through improved access to prevention, early detection, treatment, and survivor support. The Nurse Project Manager is responsible for the oversight and implementation of Screen Our Circle (SOC), a National Breast and Cervical Cancer Early Detection Program under the supervision of the Cancer Programs Manager. As a Nurse Project Manager the AICAF team will lean into your nursing expertise including but not limited to HIPAA, service billing, chart reviews, patient navigation practices, data collection, and quality assurance. This position will be responsible for managing and implementing the SOC 5-year work plan, maintaining partnership outreach, implementation of evidence-based interventions, and support reporting requirements. Additionally, the Nurse Project Manager will work with AICAF staff to perform surveillance scans on a regional scope to identify new partnerships that may benefit from screening and navigation support services to allow more people to be screened. The Nurse Project Manager will lead and design program strategies that inform, support, and strengthen partnerships with the development of resources, programs, and services to provide access to breast and cervical screening and diagnostic services.

#### **RESPONSIBILITIES INCLUDE:**

- Work with the leadership team on the implementation of organizational strategies, policies, and practices.
- Provide nursing guidance and expertise as it relates to quality assurance, HIPAA, billing, chart reviews, screening, navigation, referrals, data collection, and management.
- Use nursing judgment and collaborate with the medical consultant as needed to support the screening and navigation efforts of the program.
- Provide program grant and contract oversight, to effectively support and track employee workloads to successfully deliver program goals and deliverables according to work plans and timelines.
- Provide regular guidance to employees in a collaborative, consultative, and positive manner
- Communicate program progress and potential issues via regular, timely updates.
- Maintain communications with clinic and community partners, consultants, and funders.
- Identify and pursue new projects and funding opportunities that fit within AICAF's strategic vision.
- Identify, develop and support responses to relevant cancer issues related to the AICAF mission.
- Plan and disseminate findings to multiple audiences through reports, presentations, etc.
- Work effectively as an AICAF team member through participation across organization initiatives.
- Complete other duties as assigned.

#### **Qualifications:**

- Degree in Nursing (Bachelors or Masters)
- Experience in employee supervision
- Experience in grant/contract management (planning, tracking, evaluation, and reporting)
- Experience working with Indigenous public health priorities (2+ years)
- Solid understanding of evidence-based cancer prevention and control strategies
- Self-motivated with the ability to prioritize and carry out concurrent projects on deadline
- Demonstrated decision-making and problem-solving techniques
- Demonstrated high work ethic, integrity, and professional conduct
- Demonstrated proficiency in computer technology, report writing, and public speaking
- Available to work flexible hours as needed to get the work done
- Regular travel is required by air and by vehicle. Must have a current driver's license
- Strong passion for the mission, vision, and values of AICAF
- Ability to promote and model a healthy lifestyle that is free from commercial tobacco and illegal



drugs

**Physical demands and work environment:**

- Frequently required to stand, walk, sit
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk, hear and utilize hand and finger dexterity (use a keyboard)
- Continually utilize visual acuity to operate equipment and read technical information.
- Occasionally required to lift/push/carry items less than 25 pounds
- Frequently required to operate office equipment including phone systems, printers, copiers
- Ability to work in a remote environment having a workspace that can be utilized daily
- Ability to participate in virtual meetings, with video and audio turned on, and webinars as associated with a remote environment

**Compensation Package:** Salary and generous fringe benefits package including paid time off, insurances (health, dental, disability, life), and 401(k) with employer match.

**To apply:** Submit cover letter and CV/resume to [info@aicaf.org](mailto:info@aicaf.org) by 08/15/2022. *Learn more at [www.AICAF.org](http://www.AICAF.org) EOE/AA*

**Disclaimer:** The organization reserves the right to change this job description anytime.