

REQUEST FOR QUALIFICATIONS

TRADITIONAL HEALTH WORKER TRAINING PROGRAM ADVISOR(S)

RFQ# 26-500

Resumes accepted through Friday, July 31, 2026, at 5:00 PM Pacific Time

Who We Are

The Southwestern Oregon Workforce Investment Board (SOWIB) is a non-profit organization serving as the local workforce development board for Coos, Curry, and Douglas Counties. Its mission is to develop, oversee and implement the area's strategic plan for workforce development and allocate federal and other resources to the appropriate workforce development activities and services, as prescribed in the Workforce Innovation and Opportunity Act (WIOA).

We are committed to a diverse and inclusive environment for applicants, employees, and contractors regardless of gender, race, ethnicity, national origin, age, sexual orientation or identity, education, disability, or any other protected class.

Our goal is to create safe and supportive environments where differences are respected, particularly historically underrepresented groups and protected classes.

Additionally, SOWIB believes each person impacted by crime and incarceration has intrinsic values and the capacity for change. These individuals are encouraged to apply.

Traditional Health Worker Training Program

SOWIB is seeking qualified individuals, on a contracted basis, to provide coaching, mentorship, workforce readiness, and professional guidance to participants enrolled in the Traditional Health Worker (THW) Training Program throughout Coos, Curry, and Douglas Counties.

Working in collaboration with SOWIB staff, training providers, and community partners, THW Advisors will support participants as they progress through recruitment, training, certification, and career pathway activities. Advisors play an important role in helping participants develop the knowledge, confidence, and professional skills needed to successfully enter and remain in Oregon's Traditional Health Worker workforce.

THW Advisor Role

SOWIB is seeking individuals, on a contracted basis, to advise and support Traditional Health Worker (THW) participants throughout the training, certification, and workforce readiness process.

Responsibilities may include:

- Organize and facilitate individual and group meetings, virtually or in person, to provide coaching, encouragement, and professional guidance throughout the training process.
- Support participants in navigating training requirements, Oregon Health Authority certification, registry requirements, and professional development opportunities.
- Provide coaching related to workplace expectations, documentation, communication,

professionalism, and successful transition into employment.

- Collaborate with SOWIB staff, training providers, employers, and fellow advisors to support participant retention, successful training completion, and employment outcomes.
- Maintain timely communication and accurate participant updates for the Project Manager.
- Participate in project meetings, trainings, and continuous quality improvement activities as requested.
- Foster a welcoming, supportive environment where participants can safely discuss goals, challenges, and successes while promoting problem-solving, accountability, and personal growth.
- Serve as a positive role model by demonstrating professionalism, ethical practice, effective communication, and self-care.
- Assist with participant recruitment, readiness assessments, orientation, and ongoing engagement activities.
- Utilize cultural humility, active listening, motivational interviewing, and trauma-informed approaches to support participants from diverse backgrounds.

Work will be performed on a flexible schedule, as mutually agreed upon by SOWIB and the contractor, throughout the project period. Meeting schedules will vary based on participant and program needs and may include daytime, evening, or occasional weekend activities.

SOWIB anticipates awarding one or more contracts for these services. Compensation will be negotiated based on qualifications, experience, project needs, and available funding. Advisors may be required to complete project-specific orientation or training before providing services.

The intent of this RFQ is to identify qualified individuals with experience in mentoring, coaching, workforce development, and/or Traditional Health Worker services who are committed to supporting participants in successfully completing training, obtaining certification, and preparing for employment within Oregon's Traditional Health Worker workforce.

Required Education & Experiences

- High school diploma, GED, or equivalent.
- Current Traditional Health Worker (THW) certification through the Oregon Health Authority.
- At least one year of experience as a Traditional Health Worker.
- Demonstrated commitment to strengthening Oregon's Traditional Health Worker workforce.
- Leadership, mentoring, coaching, and/or group facilitation experience.
- A minimum of two years in personal recovery from a mental health and/or substance use condition if serving as a Peer Support Specialist Advisor.
- Ability to establish positive relationships with participants and foster a welcoming, supportive environment.
- Ability to relate to and build rapport with individuals from diverse backgrounds in a coaching and mentoring role.
- Professionalism and discretion when handling sensitive and confidential information.
- Ability to work independently with minimal supervision.

- Strong written and verbal communication skills.
- Proficiency with basic technology, including computers, email, virtual meeting platforms, and mobile devices.
- Ability to learn and effectively use SOWIB data systems for participant documentation, grant tracking, reporting, and communication.
- Willingness to share knowledge and professional experience to support participant success.
- Valid Oregon driver's license.
- Ability to travel throughout the SOWIB service area as needed.

Additional Details:

- Reimbursement for travel will be provided in accordance with applicable federal mileage reimbursement guidelines.
- Individuals providing services on behalf of SOWIB must successfully complete background and reference checks.
- SOWIB anticipates awarding multiple contracts to qualified individuals able to provide services throughout Coos, Curry, and Douglas Counties.

Submission Criteria

Individuals or companies must submit a letter of interest and proposal. We ask that the proposal not exceed one page in length. If a resume or CV includes all of the requested information, it may be submitted in lieu of a written proposal.

In all cases, submissions must include the following:

- Full Name (Company Name if applicable).
- Contact Information: Phone, Address, and Email.
- Name and specialty as listed in OHA's THW Registry.
- A resume or other summary of leadership experience.
- Any applicable knowledge, skills, experience, and education related to THW services.
- Available to start date.

Submission Instructions

Submit all materials electronically to info@sowib.org no later than 5:00 PM Pacific Time on Friday, July 31, 2026.

Evaluation

All submissions will be evaluated by SOWIB staff. The selection of individuals or entities will be determined by the fit for the work needed based on experience and subject matter expertise, the individual's availability, and/or other considerations. Submissions to this RFQ are not considered services provided to SOWIB and will not be compensated for any time required to complete the submission. All responders will be notified of the outcome of their submission.