



## **REQUEST FOR QUALIFICATIONS**

### **TRADITIONAL HEALTH WORKER TRAINING PROGRAM ADVISOR(S)**

**RFQ# 22-601**

**Resumes accepted through February 28, 2023**

#### **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's Traditional Health Worker (THW) Integration and Utilization Program will help develop an organized, robust team of THWs to provide mental health, substance abuse, and birth care services to marginalized populations in Coos, Curry, and Douglas Counties to improve individual and community health.

#### **THW Advisor Role**

SOWIB is seeking up to four individuals, on a contracted basis, to advise and support THWs as they progress through the training process, in the following ways:

- Organize and host individual and group meetings (and other means of communication) to coach trainees on communicating personal goals and concerns with a positive, problem-resolution approach. The environment of these forums must be a space where trainees can safely share their experiences. The THW Advisor should be prepared to host virtual group check-in meetings at least once per week with additional one-on-one meetings as needed. The program will run according to training schedules throughout 2023 and 2024.
- Serve as a role model to THW trainees in job performance and self-care.
- Interview prospective trainees for readiness.

- Utilize cultural competency, active listening, and motivational interviewing skills to provide ongoing assistance to trainees.
- Support trainees in navigating the THW application process.
- Provide coaching on safely and appropriately delivering and documenting services and professional conduct in the workplace.
- Work as a team with the other Advisors to recruit, enroll, assess, and job coach THW Training participants.
- Advise peers from the training sessions through the on-the-job internships using weekly group check-in meetings and one-on-one meetings as needed.
- Help peers navigate the THW certification process.
- Provide accurate, timely updates and communication to the Project Manager.

We anticipate that the total number of hours will fluctuate but will be minimal and held outside traditional work hours. The exact days of the week and times of the meetings are negotiable but will be based on the needs of THW trainees.

SOWIB anticipates awarding contracts not to exceed \$30,000/year for these services. THW Advisors will also complete the paid training in Reflective Supervision/Consultation prior to beginning advising.

The intent of this RFQ is to identify an individual or number of individuals with specific expertise in advising, mentoring, and/or coaching Traditional Health Worker (THW) trainees in our three-county area.

### **Required Education & Experiences**

- High School Graduation or GED.
- THW certification with Oregon Health Authority.
- THW experience (at least one year of work in the field).
- Desire to build a workforce.
- Leadership experience and/or experience in group facilitation.
- A minimum of two years in personal recovery from a mental health and/or substance abuse condition if advising peer support specialists.
- Ability to develop positive relationships with trainees and establish a welcoming sense of community and environment.
- Ability to relate to, and develop rapport with, trainees from various socio-economic backgrounds in a supportive coaching role.
- Professionalism and discretion with sensitive and confidential information concerning clients and the organization.
- Ability to work independently with minimal supervision.
- Proficiency in basic written and spoken English.
- Proficiency in the use of technology, including computing and cellular phones.
- Willingness to provide insight and guidance based on past experiences.
- Oregon State Driver's License.
- SOWIB regional travel Required.

**Additional Details:**

- Reimbursement for travel will be provided per Federal guidelines and mileage reimbursement.
- Individuals who provide services on behalf of SOWIB must complete background and reference checks.
- Multiple openings: Contractors must be based in SOWIB Region within one of the following counties: Coos, Curry, Douglas.

**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.

Materials should be emailed to [info@sowib.org](mailto:info@sowib.org) or mailed to:

SOWIB  
PO Box 415  
Coos Bay, OR 97420

**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 past 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.