



## POSITION DESCRIPTION

# **AASTEC Staff Epidemiologist**

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<b>REPORTS TO:</b>	Albuquerque Area Southwest Tribal Epidemiology Center Deputy Director
<b>LOCATION:</b>	Albuquerque Area Indian Health Board, Albuquerque, NM
<b>FLSA STATUS:</b>	Exempt (Full-Time)
<b>SALARY RANGE:</b>	\$55,000 - \$75,000 per annum (DOE)
<b>BENEFITS:</b>	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

### **DESCRIPTION**

The Epidemiologist provides a wide range of epidemiologic assistance to the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) located at the Albuquerque Area Indian Health Board (AAIHB), and its tribal partners, including public health surveillance, community health assessment, epidemiological studies, data linkages, data management, reporting, student mentorship, and training facilitation.

### **DUTIES AND RESPONSIBILITIES**

- Work in collaboration with tribes, tribal programs, Indian Health Service (IHS), state and urban programs to develop and maintain surveillance related data collection, management, analysis, and interpretation to ensure comprehensive, quality health data are available and accessible to the Native American population in New Mexico, Colorado, and Texas.
- Lead data analysis using state and national vital records, registry, and survey data; clinical data; and data collected by the Tribal Epidemiology Center.
- Design survey tools, data dictionaries, codebooks, and relevant databases.
- Lead community health assessment and health survey activities.
- Assist in the identification of data gaps and needs related to substance use and mental health and make recommendations/plans to address them.
- Collect, store, transfer, and clean data from a variety of public and confidential sources.
- Conduct data linkages to combine datasets and/or correct for racial misclassification and missingness.
- Draft reports and data communications products.
- Disseminate the results of investigations, special studies, routine surveillance, and analysis of health outcome data to tribes.
- Provide leadership in planning appropriate investigations and interventions in epidemics and other adverse public health situations affecting AI/AN.
- Provide high level epidemiologic consultation and technical assistance to Area Tribes and tribal health programs.
- Provide epidemiologic training to Area tribes and tribal programs.

- Provide mentorship to student interns on a periodic basis
- Coordinate epidemiologic activities with outside entities, such as state and local public health agencies, the Centers for Disease Control and Prevention, Indian Health Service, and university schools of public health and medicine.
- Provide epidemiologic technical assistance to other AAIHB projects and other area Indian health programs.
- Participate in carrying out other priorities, plans, programmatic objectives, and policy formulations of AASTECC, especially as related to needed skills in statistical analysis, health care planning, surveillance systems, and public health improvement.
- Maintain accurate and complete project files.
- Meet project deadlines with quality products.
- Performs other duties as assigned.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Demonstrated solid understanding of the state of the art of epidemiology and statistics.
- Knowledge of disease surveillance systems including design, implementation, and evaluation.
- Thorough knowledge of standard epidemiologic computer software such as SPSS, SAS, STATA or Epi Info.
- Familiar with the requirements for and methods of ensuring protection of human subjects in research.
- Demonstrated leadership qualities in identifying medical, statistical, surveillance, public health, and research needs, planning and conducting projects, and in reporting results and findings.
- Ability to exercise discretion, tact, knowledge, judgment, and to work effectively with federal, tribal, and other professionals while facilitating participation and partnership in the activities of the program.
- Ability to communicate medical, statistical, and public health concepts effectively to both medical and non-medical persons.
- Highly organized and able to carry out all responsibilities of the position with minimal day to day supervision.
- Ability to organize and manage multiple priorities.
- Ability to communicate effectively orally and in writing.
- Proficient public speaking skills.
- Demonstrated ability to develop and maintain effective working relationships.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.

### **QUALIFICATIONS**

- Master of Public Health (MPH) degree in Epidemiology, Doctor of Public Health (Dr. P.H.) degree or Ph.D. in Epidemiology, or M.D.-M.P.H. combination.
- Minimum two years experience in epidemiologic investigation and analysis.
- Prior work experience with Native American populations and tribal settings preferred.
- Ability to operate a motor vehicle and have a valid State driver's license.
- Completion of background investigation is required as condition of employment.

### **WORK CONDITIONS/PHYSICAL REQUIREMENTS**

- Work is performed in a typical interior/office environment.

- Occasionally involves walking and light work; exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.
- Noise level is usually minimal.
- Moderate to high level of travel may be required at times.
- Drive company-leased vehicle to communities served by AAHIB.

**PREFERENCE:**

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

**TO APPLY FOR THIS POSITION:**

Send CV/Resume, list of three professional references, and cover letter that includes salary requirement to [jstus@aaihb.org](mailto:jstus@aaihb.org) or regular mail to: Joy Stus, Human Resource Manager, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.

**This position will remain open until filled.**