POSITION DESCRIPTION

AASTEC Biostatistician

REPORTS TO:	AASTEC Director
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM (Onsite/Hybrid)
FLSA STATUS:	Exempt (Full-Time)
SALARY RANGE:	$65,000 – $90,000 Annually DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.
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.

DESCRIPTION

Under the supervision of the AASTEC Director, the Biostatistician will lead statistical analysis and design activities in partnership with AASTEC epidemiologists and researchers, including analysis of large datasets, record linkages, public health surveillance, training and technical support, and preparation of reports, manuscripts, and presentations.

DUTIES AND RESPONSIBILITIES

- Design and conduct statistical analysis of health status data, including large public health datasets.
- Plan and conduct record linkage studies.
- Assist in the interpretation of statistical findings and translation of results for tribal health status reports and other publications.
- Assist in the preparation of reports, manuscripts, and presentations to disseminate project activities and results.
- Provide consultation and statistical support to AASTEC-led public health surveillance systems and community health assessments.
- Respond to data requests and provide technical assistance to Tribes and partners upon request.
- Provide training for AAIHB staff, student interns, and the 27 Albuquerque Area Tribes.
- Assist in collecting and analyzing evaluation data to measure progress towards goals.
- Prepare and maintain technical documentation, including code, linkage methods, data quality reports and data dictionaries.
- Responsible for managing project datasets and databases, including assuring data quality and security, and preparing datasets for record linkages and statistical analysis.
- Ensure that all project data are maintained with complete confidentiality in accordance with the Federal Privacy Act and any IRB specifications.
- Activities must be accomplished with minimal day-to-day supervision.
- Participate in meetings, workgroups, site visits, and conferences as required to achieve project objectives.
- Work in a cooperative, professional manner with all AAIHB employees and external and tribal partners.

- Travels periodically to communities and other functions to provide technical support and consultation as needed.
- Performs additional tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED
- Proficient in both public speaking skills and professional writing skills.
- Strong organizational, planning and project management skills with the ability to work efficiently and effectively both autonomously and in small teams.
- Ability to organize and manage multiple priorities.
- Ability to think ahead and plan over a one-to-two-year time span.
- Must demonstrate leadership qualities in coordinating programmatic activities.
- Demonstrated skills and experience developing and maintaining relationships with multiple stakeholders over long periods of time.
- Must demonstrate a willingness and capability to learn new software applications, including probabilistic linkage and deduplication software.
- Ability to communicate in a friendly, courteous and professional manner.
- Demonstrated discretion, tact, knowledge, judgment, and overall ability to work effectively with federal, tribal, and other professionals and facilitate participation and partnerships in program activities.
- Sensitivity to cross-cultural differences, knowledge and understanding of important cultural considerations when working with Southwestern Indian Tribes, and ability to work effectively within their context.
- Ability to establish and maintain cooperative relations with a wide range of individuals and organizations at every level (Tribal Councils, Indian Health Boards, Committees, individuals, healthcare providers, researchers, public and/or private agencies).

QUALIFICATIONS
- Master's or Doctoral Degree, with focus in epidemiology and/or biostatistics.
- At least five years' work experience in a health or public health field.
- Minimum 2 years work experience managing, analyzing, and/or interpreting public health data
- Must have experience in management and analysis of large and/or complex databases.
- Experience preparing written reports and documents for public dissemination preferred. Must have intermediate to advanced skills in statistical software such as R, SAS, SPSS or Stata. SAS experience strongly preferred.
- Able to meet vaccination and testing requirements outlined in AAIHB Policy Manual.
- Completion of background investigation is required as a condition of employment.
- Complete HIPPA certification within 30 days.
- Maintain a valid State driver's license and have ability to drive company-leased vehicle for company and project related business.

WORK CONDITIONS/PHYSICAL REQUIREMENTS
- Work is performed in a typical interior/office environment and noise level is usually minimal.
- Occasionally involves light work; can require exerting up to 20 pounds of force and/or up to 10 pounds of force to move objects.
- Travel to funded project sites including overnight stays as needed.

TO APPLY FOR THIS POSITION:
Send cover letter, CV/Resume and list of three professional references to HR@aaihb.org or regular mail to: Human Resource Manager, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.