

INTER TRIBAL COUNCIL OF ARIZONA, INC.
2214 N CENTRAL AVENUE SUITE 100
PHOENIX, ARIZONA 85004
(602) 258-4822 ITCA Business
(602) 258-4825 FAX

PLEASE: 1) Re-post the Tribal Epidemiology Center Director Position
(We are looking for a person with Tribal experience so we
have added a changes to the posting)

THANK YOU

CONFIDENTIAL
FACSIMILE TRANSMITTAL

DATE: March 2, 2011 **FAX NUMBER:** (503) 228-8182
TO: Northwest Tribal Epidemiology Center – Dr. Victoria Warren-Mears, Ph.D.
RE: Please re-post the Tribal Epidemiology Center Director Position
FROM: Vivian Elizabeth “Bette” Hartsfield, Human Resources Specialist (602) 307-1987
SUBJECT: Posting for the Tribal Epidemiology Center Director at the Inter Tribal Council of
Arizona, Inc.

NUMBER OF PAGES (including this page): 4 **ACCT#:** 1095

**IF PROBLEMS ARISE CONCERNING THE TRANSMISSION OF THIS FAX, PLEASE CALL THE
INTER TRIBAL COUNCIL OF ARIZONA, INC. AT (602) 258-4822 or BETTE HARTSFIELD at
(602) 307-1987.**

**Thank you for your time posting the Inter Tribal Council of Arizona, Inc. Tribal Epidemiology
Center Director Position.**



INTER TRIBAL COUNCIL

of

ARIZONA, INC.

POSITION ANNOUNCEMENT

Tribal Epidemiology Center (TEC) Director Professional Exempt Status

Opening Date: March 2, 2011

Closing Date: March 22, 2011 and/or Until Filled

The following revised job opportunity is available with the Inter Tribal Council of Arizona, Inc. (ITCA), 2214 North Central Avenue Suite 100 in Phoenix, Arizona 85004

SALARY: Negotiable Depending on Education and Experience

REPORTS TO: ITCA Assistant Director

SCOPE OF WORK: Under the supervision of the ITCA Assistant Director, the Tribal Epidemiology Center (TEC) Director will oversee and assure the completion of the technical aspects of surveillance and epidemiologic studies, report preparation and dissemination; provide technical assistance to Tribes in the design of surveillance systems and epidemiological studies; supervise and coordinate tribal government protocol for epidemiology projects; participate in the development and training of tribal members; and coordinate all epidemiology working group meetings and activities.

DUTIES & RESPONSIBILITIES:

1. Manages the functions of the ITCA TEC and is responsible for attaining the yearly objectives of the Center;
2. Assists with the development and maintenance of a centralized surveillance system:
 - Assesses, manages and maintains the data files received from other agencies;
 - Maintains backups to all data and files;
 - Assures confidentiality agreements are established, followed, and maintained; assures only authorized access to information

- systems and data stores; and guards against improper data modification and/or duplication;
 - Develops and maintains all system documentation and users' manuals;
 - Assesses data quality, and assists providers in improving data quality.
3. Establishes communication protocol and confidentiality agreements with Tribal Governments;
 4. Provides tribal programs with technical assistance in the design, and implementation of tribal surveillance systems (e.g., diabetes, smoking, etc.), or other epidemiological studies;
 5. Supervise all staff and consultants of the ITCA TEC;
 6. Responsible for maintaining the ITCA TEC grant budget by working with the Finance Department on budgeting issues;
 7. Prepares the TEC program progress reports and annual reports.
 8. Responsible for all Epidemiology Working Group meetings and activities;
 9. Assists tribal governments, health service providers, and tribal organizations to interpret and utilize data in their communities for planning program development and evaluation;
 10. Responsible for TEC program development;
 11. Performs other Epidemiologic and Public Health related duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

1. Knowledge of the American Indian Governments and experience working with American Indian populations is essential;
2. Knowledge and experience in the application of basic epidemiological methods and study designs with emphasis on surveillance systems;
3. Knowledge and experience in the application of basic biostatistics and the ability to calculate sample size and power for surveys and studies;
4. Proficiency with software packages for data processing and storage (e.g., dBase), statistical analysis (e.g., SAS, SPSS, and Epi Info), graphics and word processing;
5. Aptitude for cross-cultural work and giving public presentations;
6. Demonstrated ability to prepare technical reports for dissemination to the public and to write publications in the professional literature;
7. Knowledge and experience in grant writing;
8. Excellent listening and critical thinking skills;
9. Knowledge and experience in Public Health practice preferred.
10. Knowledge of and experience in working with American Indian governments;
11. Experience in management and supervision of program staff.

QUALIFICATIONS:

1. Master's Degree in epidemiology, biostatistics or related discipline in Public Health and three years of experience in epidemiologic surveillance; or a Ph.D. in Public Health, or related area with prior experience in the development and application of epidemiological surveillance.
2. Possess a valid driver's license and be willing to travel throughout Arizona and out of State as needed.
3. Four years experience working in a health related administrative position with Tribal governments or Tribal organizations.

Inter Tribal Council of Arizona, Inc. is "An Equal Opportunity Employer" All qualified applications will receive consideration for employment without regard to race, color, religion, sex, age, disability or national origin.

Interested persons should mail or fax a complete resumé with references to:

Inter Tribal Council of Arizona, Inc.
Bette Hartsfield, Human Resources Specialist
2214 North Central Avenue Suite 100
Phoenix, Arizona 85004
Phone: 602-258-4822
Fax: 602-258-4825
E-mail: bette.hartsfield@itcaonline.com