



## POSITION ANNOUNCEMENT

**Re-Opening Date: January 13, 2012**

**Closing Date: February 13, 2012 or Until Filled**

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

## **Tribal Epidemiology Center (TEC) Director** **Professional Exempt Status**

**SALARY:** Negotiable Depending on Education and Experience

**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 epidemiological 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 TEC Center;
2. Assists with the development and maintenance of a centralized surveillance system:
  - Assesses, manages and maintains 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 databases; 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. Supervises all staff and consultants of the ITCA TEC;

Ak-Chin Indian  
Community

Cocopah Tribe

Colorado River  
Indian Tribes

Fort McDowell  
Yavapai Nation

Fort Mojave Tribe

Gila River Indian  
Community

Havasupai Tribe

Hopi Tribe

Hualapai Tribe

Kaibab-Paiute Tribe

Pascua Yaqui Tribe

Pueblo of Zuni

Quechan Tribe

Salt River Pima-  
Maricopa Indian  
Community

San Carlos  
Apache Tribe

Tohono O'odham  
Nation

Tonto Apache Tribe

White Mountain  
Apache Tribe

Yavapai-Apache  
Nation

Yavapai-Prescott  
Indian Tribe

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 with the interpretation and use of data in their communities for planning program development and evaluation;
10. Responsible for TEC program development;
11. Performs other epidemiological 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 packages (e.g., SAS, SPSS, STATA, 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 scientific 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 epidemiological 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 of experience working in a health related administrative position with tribal governments or tribal organizations.

**Please submit a cover letter, resume and references to Dr. Patrick McMullen:**

Inter Tribal Council of Arizona, Inc.  
2214 North Central Avenue Suite 100  
Phoenix, Arizona 85004  
Phone: 602-258-4822  
Fax: 602-258-4825

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