

Staff Epidemiologist

Albuquerque Area Indian Health Board, Inc.

Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC)

The Epidemiologist's primary responsibility is to provide a wide range of epidemiologic assistance to AASTEC. This will include design, implementation and evaluation of the core epidemiologic functions such as surveillance, study design, and disease investigation in collaboration with American Indian Tribes in New Mexico, Colorado and Southwest Texas. This position reports to the Director of the Albuquerque Area Southwest Tribal Epidemiology Center located at the Albuquerque Area Indian Health Board, Inc.

Applicant must have a minimum of a Master of Public Health (MPH) degree in Epidemiology with two years of experience in epidemiologic investigation and analysis.

For more information or to apply for this position, send CV/Resume, three professional references, salary history and cover letter to kenglish@aaihb.org or by regular mail to: Kevin English, Albuquerque Area Indian Health Board, Inc., 5015 Prospect Avenue NE, Albuquerque, NM 87110.

For best consideration, please forward all application materials by February 15th, 2012.

**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
POSITION DESCRIPTION**

POSITION: Staff Epidemiologist

LOCATION: Albuquerque Area Indian Health Board, Inc. – Albuquerque Area Southwest Tribal Epidemiology Center

REPORTS TO: Epidemiology Center Director

FLSA STATUS: Exempt (Full-Time)

SUPERVISION EXERCISED: NA

GENERAL DESCRIPTION:

This position reports directly to the Director of the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) located at the Albuquerque Area Indian Health Board (AAIHB). The Epidemiologist's primary responsibility is to provide a wide range of epidemiologic assistance to AASTEC. This will include design, implementation and evaluation of core epidemiologic functions such as surveillance, study design, and disease investigation in collaboration with American Indian Tribes in New Mexico, Colorado and Southwest Texas.

MAJOR DUTIES:

- Assists the Director of AASTEC in the design, implementation, and evaluation of surveillance systems to describe the health problems affecting American Indian and Alaska Natives (AI/AN) in the Area.
- Works to design, implement and report studies which ascertain the incidence and prevalence of various health conditions of importance to Southwest AI/AN.
- Provides leadership in planning appropriate investigations and interventions in epidemics and other adverse public health situations affecting AI/AN.
- Provides high level epidemiologic consultation and technical assistance to projects within AASTEC including obesity, health promotion and disease prevention, oral health, injuries, infectious diseases, maternal and child health, diabetes, cardiovascular disease, cancer, sexually transmitted diseases, mental health, and alcohol and substance abuse.
- Coordinates epidemiologic activities with outside entities, such as state and local public health agencies, the Centers for Disease Control and Prevention, the National Institutes of Health, other Federal agencies, and university schools of public health and medicine.
- Provides consultation and technical assistance to health related research projects conducted by or involving area Indian health programs.
- Provides epidemiologic technical assistance to other AAIHB projects and other area Indian health programs.

- Participates in carrying out other priorities, plans, programmatic objectives, and policy formulations of AASTEC, especially as related to needed skills in statistical analysis, health care planning, surveillance systems, and public health improvement.
- Provides consultation and technical assistance to health related research projects conducted by or involving area Indian health programs.
- Provides epidemiologic technical assistance to other AAIHB projects and other area Indian health programs.
- Participates in carrying out other priorities, plans, programmatic objectives, and policy formulations of AASTEC, especially as related to needed skills in statistical analysis, health care planning, surveillance systems, and public health improvement.
- Abide by the AAIHB policies, procedures
- Performs other duties as assigned.

KNOWLEDGE REQUIREMENTS:

- Must demonstrate knowledge of disease surveillance systems including design, implementation, and evaluation.
- Must demonstrate a thorough knowledge of standard epidemiologic computer software such as SPSS, SAS, STATA or Epi Info.

QUALIFICATIONS:

- Applicant must have at a minimum a Master of Public Health (MPH) degree in Epidemiology, Doctorate of Public Health (Dr. P.H.) degree or Ph.D. in Epidemiology, or M.D.-M.P.H. combination preferred, with two years experience in epidemiologic investigation and analysis.
- Must demonstrate a solid understanding of the state of the art of epidemiology and statistics.
- Must understand the requirements for and methods of ensuring protection of human subjects in research.
- Must demonstrate leadership qualities in identifying medical, statistical, surveillance, public health, and research needs, planning and conducting projects, and in reporting results and findings.
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program.
- Must be able to communicate effectively medical, statistical, and public health concepts to medical and non-medical persons.
- Must be highly organized and able to carry out all responsibilities of the position with minimal day to day supervision.
- Must be sensitive to cross-cultural differences, and able to work effectively within their context.
- Expertise and experience with RPMS highly desirable.
- Additional qualifications include good spelling and grammar skills and the ability to proofread accurately written materials.
- Ability to organize and manage multiple priorities.
- Ability to communicate effectively orally and in writing.

- Demonstrated ability to develop and maintain effective working relationships.
- Applicant must agree to serve a minimum three month orientation period.
- Ability to operate a motor vehicle and have a valid State driver's license.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

Must be able to perform, but not limited to the following:

- Frequently involves sedentary work; exerting up to 10 pounds of force and/or negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.
- Occasionally involves 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.
- Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
- Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
- Constantly requires working with fingers rather than the whole hand or arm.
- Constantly requires repetitive movement of the wrists, hands and/or fingers.
- Often requires walking or moving about to accomplish tasks.
- Occasionally requires standing and/or sitting for sustained periods of time.
- Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hands and arms.
- Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
- Occasionally requires stooping which entail the use of the lower extremities and back muscles.
- Infrequently requires crouching
- Drive company-leased vehicle for company related business. A moderate to high level of travel may be required at times. This travel will partly within the Southwest region and partly outside of the Southwest.
- Noise level is usually minimal.

PREFERENCE:

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, three professional references, salary history and cover letter to kenglish@aaihb.org or regular mail to: Kevin English, Albuquerque Area Indian Health Board, Inc., 5015 Prospect Avenue, NE, Albuquerque, NM 87110. No phone calls. For best consideration, please forward all application materials by February 15th, 2012.