



POSITION ANNOUNCEMENT

Opening Date: December 22, 2011

Closing Date: January 13, 2012 and/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 surveillance, epidemiological studies, report preparation and dissemination; provide technical assistance to Tribes on surveillance systems and epidemiological studies; supervise and coordinate Tribal government protocol for epidemiology projects; provide technical assistance and training to Tribal personnel; and coordinate all epidemiology working group meetings and activities.

DUTIES & RESPONSIBILITIES:

1. Manages the functions of the ITCA TEC and is responsible for developing, monitoring, implementing and evaluating the yearly objectives of the TEC and the TEC work plan;
2. Assesses the needs of Tribes in the area of epidemiology and develops appropriate strategies, training, studies, or projects to meet the identified needs;
3. Directs, mentors and supervises all staff and consultants of the ITCA TEC;
4. Oversees and reviews all data analysis and reports of the TEC;
5. Provides Tribal programs with technical assistance in the design and implementation of Tribal surveillance systems (e.g., diabetes, smoking, etc.) and/or other epidemiological studies;
6. Oversees the development, implementation, and maintenance of surveillance systems for Tribes:
 - Assesses, manages and maintains data files received from other agencies including Tribal governments and their departments;
 - Maintains backups to all data and files;
 - Develops and maintains all system documentation and users' manuals;
 - Assesses data quality and assists providers in improving data quality.
7. Establishes communication protocols and confidentiality agreements with Tribal governments;
8. Assures confidentiality of data is maintained and security protocols are followed;
9. Responsible for monitoring the TEC grant budget and assuring appropriate expenditures;

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

10. Prepares the TEC program progress reports and annual reports;
11. Coordinates Epidemiology Working Group meetings and activities;
12. 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;
13. Recommends projects and programs for approval by Assistant Director;
14. Performs other epidemiological and public health related duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of American Indian governments and experience working with American Indian populations is essential;
2. Understanding of and ability to use a Tribally-based Participatory Research approach;
3. Knowledge and experience in the application of advanced epidemiological methods and study designs with emphasis on surveillance systems;
4. Knowledge and experience in the application of biostatistics and the ability to calculate sample size and power for surveys and studies;
5. Proficiency with software packages for statistical analysis (e.g., SAS, SPSS, STATA, and Epi Info);
6. Ability to use Windows 7 and Office 2010 products and ITCA PC equipment;
7. Aptitude for cross-cultural work and giving public presentations;
8. Demonstrated ability to prepare technical reports for dissemination to the public and to write publications in the professional scientific literature;
9. Knowledge and experience in grant writing;
10. Excellent listening and critical thinking skills;
11. Knowledge and experience in Public Health practice preferred.
12. 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 the field of epidemiology; or a Ph.D. in Public Health or related area with prior experience in the application of epidemiology.
2. Possess a valid driver's license and be willing to travel throughout Arizona and out of State as needed.
3. Experience working in a health-related administrative position with Tribal governments or Tribal organizations preferred.

Please submit a cover letter, resume and references to:

Inter Tribal Council of Arizona, Inc.
Dr. Patrick McMullen, Community Development Director
2214 North Central Avenue
Phoenix, Arizona 85004
Phone: 602-258-4822
Fax: 602-258-4825

The 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.