

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING – Closing Date 10/05/12

Job Title: EpiCenter Biostatistician
Project: Epidemiology Center
Reports To: EpiCenter Director
Department: Tribal EpiCenter

Status: Hourly, Non-exempt
Classification: Fulltime (1.0 FTE) w/benefits
Location: Portland, Oregon
Starting Wage Range: \$21.00 - \$24.00/hour

Job Summary:

The EpiCenter Biostatistician's primary responsibility is to assist Project Directors and staff with data management, statistical analysis, and reporting requirements, depending on the specific needs of each project. This is a "floating" position in which the biostatistician will be called upon to assist with different projects, and possibly several projects at a time.

This position reports directly to the Director of the Epidemiology Center, which is located at the Northwest Portland Area Indian Health Board (NPAIHB). Duties include, but are not limited to: assisting in all aspects of planning and conducting data analysis for research studies and surveillance projects; monitoring data quality and preparing datasets for linkage and analysis; leading the statistical analysis of data; and assisting with the preparation of other reports, manuscripts, and presentations. Activities must be accomplished with minimal day-to-day supervision.

Essential Functions

1. Data and Statistical Support Functions

- Manage project datasets and databases, including assuring data quality and security, and preparing datasets for record linkages and statistical analysis.
- Prepare and maintain technical documentation, including research design, linkage methods, data quality reports and data dictionaries.
- Assist with development, planning, and implementation of a tribal data repository, including development and retrieval of flat data files.
- Ensure that all project data are maintained with complete confidentiality in accordance with the Federal Privacy Act and any IRB specifications.
- Assist in the interpretation of statistical findings and translation of results to tribal health status reports and state/federal partners.
- Assist in the preparation of reports, manuscripts, and presentations to disseminate project activities and results.

2. Administrative Support Functions

- Assist in preparing and submitting IRB protocols, data sharing and confidentiality agreements, and ensuring compliance with all human subjects requirements.
- Assist the Project Director with outreach, planning, and implementation of record linkage activities and statistical analysis.
- Participate in meetings, workgroups, site visits, and conferences as required to achieve project objectives.
- Make travel arrangements for project-related travel as requested.

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- Submit a Monthly Activity Report (MAR) to the EpiCenter Director at the end of each month.

3. Other Duties

- Maintain a well-organized filing system for documents and computer files.
- Perform other duties as assigned.
- Work in a cooperative, professional manner with all NPAIHB employees.
- Maintain a clean, well-organized office environment.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research, and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

- Minimum education required: Baccalaureate degree with at least two years experience in a health or public health field.
- Minimum 2 years work experience in a tribal community or tribal organization.
- 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.
- Must have intermediate to advanced skills in statistical software such as SPSS, Stata, or SAS.
- Must be familiar with data repository, data sets, and data retrieval.
- Must have intermediate to advanced skills in office automation software including word processing, spreadsheet, database, and publication design (MS Office preferred).
- Must demonstrate a willingness and capability to learn new software applications, including probabilistic linkage and deduplication software.
- Experience preparing written reports and documents for public dissemination preferred.
- Strong oral and written communication skills.
- Excellent organizational skills and demonstrated ability to carry out responsibilities with minimal day-to-day supervision.
- Ability to communicate with multiple professionals in a friendly, courteous and professional manner.
- Strong and demonstrated record for good attendance.

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- 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, and ability to work effectively within their context.

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, 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 hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements: Travel outside of Portland is occasionally required. Overnight travel outside of the area is infrequently required.

Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, sexual orientation, politics, membership or non-membership in an employee organization.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

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