

**ALBUQUERQUE AREA INDIAN HEALTH BOARD
POSITION DESCRIPTION**

POSITION: Public Health & Prevention Specialist

REPORTS TO: AASTEC Director

DEPARTMENT: AASTEC

LOCATION: AAIHB, Albuquerque

FLSA STATUS: Non-Exempt

SUPERVISION EXERCISED: NA

GENERAL DESCRIPTION: The Project Specialist will work with the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) to assist with public health surveillance, community health assessments, program evaluation, and technical assistance activities; conduct literature searches and compile bibliographies; organize training opportunities; and contribute to the development of program initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with data collection, entry, management and analysis.
- Assists with program evaluation activities.
- Provides public health technical assistance for the 27 Albuquerque Area Tribes.
- Coordinates trainings.
- Works in partnership with AASTEC team members to implement project activities.
- Conducts routine communication and meetings with tribal and external partners.
- Assist in the development of data collection tools and databases.
- Assist in writing and submitting progress reports, final reports, grant renewals, and grant proposals.
- Develops and maintains positive relationships with Tribal leadership and community members.
- Performs related tasks as assigned.
- Display professional conduct in all business dealings.
- Maintains confidential information.
- Abides by the AAIHB policies, procedures and structure.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Proficient with Microsoft Office Professional, SAS, SPSS, STATA, and EpiInfo software packages preferred.
- High degree of professionalism and sensitivity to diverse cultures.
- Excellent writing and editing skills.
- Excellent verbal communication skills
- Flexibility and ability to work well in a team environment.

- Highly organized.
- High degree of sensitivity to issues of privacy and confidentiality.
- Ability to demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal and other professionals.

QUALIFICATIONS:

- Minimum of a Bachelor's degree preferably in a health related field, biostatistics, public health, or community health. Masters degree in public health or related field preferred.
- Two years experience as a in public health practice/community health preferred.
- Must have experience with database development, data collection, data entry, and statistical analyses.
- High 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.
- Local travel is moderately required. Overnight travel outside of the area is occasionally required.
- Completion of a background check is required.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in a typical interior/office environment.
- 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, such as exerting up to 20 pounds of force and/or up to 10 pounds of force and/or negligible amount of force to move objects.
- Requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
- Repetitive movement of the wrists, hands and/or fingers.
- Often requires walking or moving about to accomplish tasks.
- Standing and/or sitting for sustained periods of time.
- Ascending or descending stairs or ramps using feet and legs and/or hands and arms.
- Raising objects from a lower to a higher position or moving objects horizontally.
- Stooping which entail the use of the lower extremities and back muscles.
- Infrequently requires crouching.

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, list of three professional references, salary requirements and cover letter to dpeterson@aaihb.org or regular mail to: Delrae Peterson, Albuquerque Area Indian Health Board, Inc., 5015 Prospect Avenue, NE, Albuquerque, NM 87110. No phone calls.