

**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC. (AAIHB)  
ALBUQUERQUE AREA SOUTHWEST TRIBAL EPIDEMIOLOGY CENTER (AASTEC)**

**JOB ANNOUNCEMENT**

<b>POSITION:</b>	Staff Epidemiologist – Behavioral Health Concentration
<b>REPORTS TO:</b>	Albuquerque Area Southwest Tribal Epidemiology Center Director
<b>FLSA STATUS:</b>	Exempt (Full-Time)
<b>LOCATION:</b>	Albuquerque Area Indian Health Board, Albuquerque, NM
<b>SALARY RANGE:</b>	\$55,000 - \$75,000 per annum (DOE)
<b>BENEFITS:</b>	Annual Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

**GENERAL DESCRIPTION:**

This position reports 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 related to its behavioral health initiatives, including public health surveillance of substance abuse and mental health among the American Indian/Alaska Native population in New Mexico, Colorado and Texas.

**MAJOR DUTIES:**

- Works in collaboration with tribes, tribal programs, Indian Health Service (IHS), state and urban programs to develop and maintain surveillance related data collection, analysis, and interpretation to ensure comprehensive, quality health data are available and accessible to the Native American population in New Mexico, Colorado and Texas.
- Leads data analysis using state and national vital records, registry, and survey data; clinical data; and data collected by the Tribal Epidemiology Center.
- Designs survey tools, data dictionaries, codebooks, and relevant databases.
- Assists in the identification of data gaps and needs related to substance use and mental health and makes recommendations/plans to address them.
- Collects, stores, transfers, and cleans data from a variety of public and confidential sources.
- Drafts reports and evaluation summaries.
- Disseminates the results of investigations, special studies, routine surveillance and analysis of health outcome data to tribes.
- 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 Area Tribes and tribal health programs.
- Provides epidemiologic training to Area tribes and tribal programs.
- Coordinates epidemiologic activities with outside entities, such as state and local public health agencies, the Centers for Disease Control and Prevention, and Indian Health Service and university schools of public health and medicine.
- 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.
- Maintains accurate and complete project files.
- Meets project deadlines with quality products.
- Abide by the AAIHB policies, procedures.
- Performs other duties as assigned.

#### **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.
- Prior work experience with Native American populations and tribal settings preferred.
- Must demonstrate a solid understanding of the state of the art of epidemiology and statistics.
- 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.
- 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.
- Ability to organize and manage multiple priorities.

- Ability to communicate effectively orally and in writing.
- Proficient public speaking skills.
- Demonstrated ability to develop and maintain effective working relationships.
- 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.
- 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.
- Drive company-leased vehicle for company related business. A moderate to high level of travel may be required at times.
- 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, list of three professional references, salary requirements and cover letter to [dpeterson@aaihb.org](mailto:dpeterson@aaihb.org) or regular mail to: Delrae Peterson, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.

**For best consideration, please forward all application materials by October 19<sup>th</sup>, 2018.**