



POSITION DESCRIPTION

AASTECC Program Evaluator

REPORTS TO:	Albuquerque Area Southwest Tribal Epidemiology Center Director
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM
FLSA STATUS:	Exempt (Full-Time)
SALARY RANGE:	\$50,000 - \$75,000 per annum (DOE)
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

DESCRIPTION

The Program Evaluator is an integral part of the AASTECC team with responsibility for enhancing the role of evaluation in our programs to improve services to the tribal communities we serve. The Evaluation Specialist will utilize mixed methods (quantitative and qualitative) to assess effectiveness and measure the performance of a wide range of health intervention efforts/programs led by AASTECC and tribal partners throughout the Indian Health Service Albuquerque Area.

DUTIES AND RESPONSIBILITIES

- Leads program evaluation and performance measurement activities, which include the design of evaluation questions, establishment of performance measures, thorough knowledge of different types of evaluations (e.g., process v/s outcome), monitoring plans, design of valid and reliable measurement tools (both qualitative and quantitative) and analysis of collected data.
- Works effectively with tribal partners to provide consultation and technical assistance with local evaluation plans and activities.
- Works effectively with tribal partners to coordinate and facilitate evaluation-related training activities to strengthen capacity.
- Oversees data collection (quantitative and qualitative) for process and outcome evaluation activities.
- Incorporates Indigenous evaluation methodologies into core activities.
- Confidentially manages evaluation data.
- Develops and disseminates program evaluation reports for various stakeholders – tribal leadership, funding source, AAIHB Board of Directors, etc.
- Analyzes, synthesizes, and communicates complex data-related issues clearly and succinctly to both internal colleagues and tribes.
- Examines evaluation data/findings to make sound decisions for program planning and continuous quality improvement.
- Prepares regulatory documents (including progress reports, evaluation reports, measurement tools, etc.) that are congruent with program funder guidelines in a timely manner.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Awareness and keen appreciation of American Indian culture. Must be sensitive to cross-cultural differences, and able to work effectively within this context.
- Specific experience with program evaluation of public health or behavioral health programs utilizing mixed-method evaluation approaches.
- Competency in at least one standard statistical computer software such as SPSS, SAS, STATA or Epi Info as well as qualitative analysis packages (i.e., Atlas Ti, NVIVO) and MS Office Products.
- Demonstrated leadership qualities in planning and conducting evaluation activities, and in reporting results and findings.
- Demonstrated skills and experience developing and maintaining relationships with multiple stakeholders over long periods of time.
- Strong organizational, planning and project management skills with the ability to work efficiently and effectively both autonomously and in small teams.
- Ability to organize and manage multiple priorities.
- Ability to communicate effectively orally and in writing.
- Proficient public speaking skills.

QUALIFICATIONS

- Master's degree in public health or related field preferred.
- Minimum of two years of experience working with American Indian populations in a public health capacity.
- Applicant must agree to serve a minimum three-month orientation period.
- Must be able to travel, operate a motor vehicle, and have a valid State driver's license.
- Completion of background investigation is required as condition of employment.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Work is performed in a typical interior/office environment.
- Talk, hear, sit, stand; use of hands to handle objects, equipment, controls and reach with arms and hands.
- Noise level is usually minimal.
- Travel including overnight stays as needed.
- Drive company-leased vehicle to communities served by AAHIB.

PREFERENCE:

Qualified 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, and cover letter that includes salary requirement to jstus@aaihb.org or regular mail to: Joy Stus, Human Resource Manager, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.

This position will remain open until filled.