



## POSITION DESCRIPTION

# **AASTECC Injury Prevention Technician**

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<b>REPORTS TO:</b>	Albuquerque Area Southwest Tribal Epidemiology Center Director
<b>LOCATION:</b>	Albuquerque Area Indian Health Board, Albuquerque, NM (Hybrid)
<b>FLSA STATUS:</b>	Non-Exempt (Full-Time)
<b>SALARY RANGE:</b>	\$40,000 – \$50,000 Annually DOE
<b>BENEFITS:</b>	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.
<b>PREFERENCE:</b>	Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

## **DESCRIPTION**

Under the supervision of the AASTECC Tribal Injury Prevention Coordinator, the injury prevention technician is responsible for planning and implementing activities designed to prevent unintentional injuries among tribal members within the 27 Tribe AASTECC Service Area.

## **DUTIES AND RESPONSIBILITIES:**

- Provides technical assistance to the 27 Albuquerque Area Tribes on best practices in unintended injury prevention.
- Plans and implements project activities and events to include seatbelt/child safety seat observations, child safety seat installations and inspections, safety seat dissemination, fall prevention activities, home fall risk assessments, etc.
- Assists with the planning and implementation of project trainings and webinars, including participant recruitment.
- Travels periodically to communities and other functions to provide consultation and services as needed.
- Conducts routine communication with tribal and external partners.
- Develops and maintains positive relationships with Tribal leadership, IHS providers and community members.
- Provides logistic support for multi-sector tribal injury prevention coalition meetings.
- Works in partnership with the project coordinator on the development and dissemination of culturally appropriate small media/communications products (print and digital) to strengthen public awareness of the burden of unintentional injuries.
- Participates in community health fairs and related health promotion/disease prevention community events.
- Provides community education.
- Assists with data collection, data entry, and data management activities.
- Provides support for program evaluation activities.

- Attends meetings, takes notes, and serves on task forces/working as deemed necessary by supervisor.
- Attends relevant training to attain certification(s) and strengthen capacity in unintentional injury prevention best practices.
- Performs administrative requirements such as completing necessary forms, reports, and other documentation in a timely manner.
- Maintains routine contact with supervisor, and communicates in advance, when possible, any changes in availability that may affect work schedule (i.e., dental/medical appointments, planned vacation, etc.).
- On limited occasions be able to prepare for and conduct TIPP activities if the supervisor is away or conducting a simultaneous activity elsewhere.
- Performs related tasks as assigned.

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- Knowledge of evidence-based best practices for unintentional injury prevention.
- Knowledge of and experience in working with Tribal Governments and Tribal Communities required.
- Ability to communicate effectively orally and in writing.
- Extensive organizational, planning, and coordinating skills.
- Ability to think ahead and plan over a one-to-two-year time span.
- Ability to work independently and as a program team member.
- Works well with Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to establish and maintain cooperative relations with a wide range of individuals and organizations at every level (Tribal Councils, Indian Health Boards, IHS, Committees, individuals, healthcare providers/administrators, public and/or private agencies).

#### **QUALIFICATIONS:**

- Minimum of Associate degree in a health-related field; Bachelor's degree in community/public health, health education, or related field is preferred.
- At least one year of experience working in the field of injury prevention, public health, health promotion/disease prevention, community health education, or relevant field.
- Two years of experience working with tribal communities or tribal organizations.
- Must be able to travel.
- Able to meet vaccination and testing requirements outlined in AAIHB Policy Manual.
- Completion of background investigation is required as a condition of employment.
- Complete HIPPA certification within 30 days.
- Maintain a valid State driver's license and have ability to drive company-leased vehicle for company and project related business.

#### **WORK CONDITIONS/PHYSICAL REQUIREMENTS:**

- Hybrid work schedule requiring at least 2 days of work per week will be performed in the AAIHB office.
- Travel including overnight stays as needed.
- Talk, hear, sit, stand; use of hands to handle objects, equipment, controls and reach with arms and hands.
- Noise level is usually minimal.
- Drive company-leased vehicle to communities served by AAIHB.
- Under normal circumstances, must be able to lift and load TIPP equipment rapid response tents into the GOV.