



Rocky Mountain Tribal Leaders Council

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Job Title: Injury Prevention Project, Data Analyst/Epidemiologist
Agency: Rocky Mountain Tribal Leaders Council
Reports To: Director, Rocky Mountain Tribal Leaders Council, Epidemiology Center
Classification: Full- time, Regular Salary Range: Competitive Location: Billings, Montana
Salary Range: \$21.99-\$24.62, negotiable
Opening Date: January 7, 2019
Closing Date: January 21, 2019

How to apply: Applicants should send a cover letter, resume, and RMTLC job application to

jobs@rmtlc.org

For application form and this job description, please visit: <http://www.rmtec.org/employment-volunteer-opportunities/>

Position Overview:

The Injury Prevention Project, Data Analyst/Epidemiologist will conduct a continuous query of the IHS's Resource and Patient Management System (RPMS) system to provide reports of intentional and unintentional injury. These reports will be for each Service Unit and provide a comprehensive report of the Billings Area Office (BAO) region. The IPP Epidemiologist and her/his team will assess the burden of injury to American Indians at each service unit served by the BAO, Identify the leading cause of injury and to calculate injury rates by service unit, age, and gender for a fifteen-year period (2005-2020), and to provide a written reports/profiles of findings for each service unit and respective community.

Essential Functions:

Provide general supervisory oversight of the Injury Prevention Program – Tribal Injury Prevention Cooperative Agreement Program (TIPCAP) on a daily, annual, and project basis.

- Prepare program reports as required
- Provide budgetary supervision of project expenditures
- Maintain liaison with funding agency, staff, collaborators, Tribal Epidemiology workgroups and other Tribal programs
- Responsible for planning, implementing and evaluating the TIPCAP in Montana and Wyoming

- Responsible for analyzing and using data received from the Epidemiology Data Mart (EDM) and State Vital Statistics
- Organize meetings with all stakeholders in each Tribal community (e.g. Sanitarians, Injury Prevention Specialists, Tribal Health Directors, etc.)
- Develop and adjust work plan for each of the following years of TIPCAP as needed
- Identify training opportunities, partnerships and funding agencies for the expansion of the Injury Prevention Program and Tribal Injury Prevention Programs – Increasing the capacity of Tribes and the Rocky Mountain Tribal Leaders Council, Epidemiology Center to reduce injuries

Additional Functions:

- Work in a cooperative and professional manner with all RMTLC / RMTEC staff.
- Conduct a query of the Epidemiology Data Mart (EDM) and State Vital Statistics to provide reports of intentional and unintentional injury for each Tribe.
- Provide Technical Assistance for each Tribal Injury Prevention Programs
 - Data Analysis and reporting
 - Monitoring and evaluation of interventions, laws, and/or policies

Requirements/Qualifications:

- A minimum bachelor's degree or higher in public health, Statistics or Equivalent. 2 – 5 years' experience working in data management.
- Must be able to communicate effectively orally, in writing and deliver clear, effective public presentations with ability to respond to questions. Ability to conform to varied work schedule when appropriate, (i.e. weekends, emergencies, etc.) and be able to meet deadlines
- Experience working in tribal communities is desired
- Develop and maintain effective working relationships with programs, departments, other organizations, and agencies
- Exhibit ethical and professional behavior in all facets of this position
- Work independently, with minimal supervision, in a team-based atmosphere
- American Indian/ Alaska Native encouraged to apply
- Veteran's preference will be considered
- Supervisory and administrative skills a plus

JOB CLASSIFICATION: Permanent, Full-time, non-exempt,

Upon hiring, applicant must read, sign, and comply with the Rocky Mountain Tribal Leaders Council Policy and Procedures.

Environmental Factors:

- Performs duties in a controlled, tobacco-free office environment.
- Must have valid driver's license and proof of vehicle insurance.
- Employment period based on performance as well as duration of grants funding this position and successful application of new grants.

Statement of safe work practices:

As an employee of Rocky Mountain Tribal Leaders Council (RMTLC), you will be required to comply with all RMTLC's safety standards, RMTLC's policies and procedures, and all other applicable Federal, State, or Local safety laws and regulations as a condition of employment. This is a condition of employment in order to promote a safe working environment for all employees, contractors, and tribes. This will be accomplished through observation and enforcement of safe work practices, which include, but are not limited to:

- Keeping yourself informed of conditions affecting your health and safety;
- Participating in training programs, as required and as they become available to you;
- Adhering to healthy and safe practices in the workplace;
- Promptly reporting potential hazard(s) in the workplace;
- Promptly reporting any injuries or accidents to your supervisor;
- Properly using RMTLC's property/equipment and protecting it from damage or misuse;
- Respecting other RMTLC employees, contractors, and tribal employee rights to a safe environment.

At-Will Employment:

All employment with Rocky Mountain Tribal Leaders Council is At-Will Employment. While we strive to provide fulltime employment to all of our employees who desire, we make no guarantees, expressed or implied, to provide and guarantee number of hours of employment in a given week. Changing conditions in Federal and private grants make it impossible to predict the demand for our services and as a result, all of our offers of employment are offers of At-Will Employment.

Equal Opportunity Employer (EOE):

Within the scope of Indian preference, American Indians are encouraged to apply; however, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA):

RMTLC, abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA):

RM TLC abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, RM TLC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.