**Epidemiologist/Biostatistician (OSTLTS)**

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**CLOSES APRIL 15, 2019**

**Level:** Experienced

**Job Location:** Home Office - Oklahoma City, OK

**Position Type:** Full-Time

**Education Level:** 4 Year Degree

**Salary Range:** $47,000.00 - $53,000.00 Salary/Year

**Travel:** Up to 25%

**Description**

**Job Duties:**­­­­­­­Under the general direction of the OSTLTS Opioid Project Program Coordinator, works in collaboration with tribes, tribal programs, Indian Health Service (IHS), state and local programs to develop, maintain and improve surveillance related data collection, analysis, and interpretation to ensure comprehensive, improved quality health data are available and accessible to the Native American population in Kansas, Oklahoma and Texas. This information includes epidemiological analysis based on vital records, clinical data; participates in disease outbreak/cluster investigations; disseminates results of investigations, special studies, routine surveillance and analysis of health outcome data to tribes; and performs other related duties as required.

**Qualifications**

**Education**: Minimum required: bachelor’s degree from an accredited university; Preferred: master’s degree in public health with specialization in epidemiology or biostatistics from an accredited university, is required.

**Experience**:  Minimum of three to five years of experience in applied epidemiology and project management. Experience with tribal organizations and/or not-for-profit agency is desired. Experience with or knowledge of Oklahoma’s Prescription drug monitoring program is desired. Experience using a variety of computer programs (Epi info, SAS, word processors, spreadsheets and presentation software) a must. Grant writing experience is desired.

Knowledge: Must be able to apply advanced reasoning skills to problem solving and use basic and advanced mathematical skills; demonstrate professional knowledge of epidemiology research methods; and conduct epidemiological investigations of chronic and/or infectious diseases. Must be able to design/collect/retrieve epidemiological data, and perform statistical data analysis for the TEC manager and tribes; and advise them of implications of the data for public health policy and determine health status outcomes in order to ensure that established program standards are met. Must be able to collaborate with tribes, tribal organizations, IHS, State health departments, federal agencies and other agencies to coordinate and develop epidemiology and surveillance activities. Implements strategies for integrating tribal health program staff into the surveillance system through development and provision of educational and skill development training pertaining to chronic and/or infectious disease surveillance. Demonstrate ability to use epidemiological data and prepare and review reports, tables, or publications that effectively and clearly provide an effective communication of the information.

**Special Skills/Qualifications:**

Skills/Qualifications: Demonstrate knowledge and skills in data linkage and the use of data sets in other epidemiological methods. Demonstrate knowledge and skills in data quality improvement and quality assurance procedures. Must have and able to demonstrate excellent oral and written communication skills; presentation skills; decision making and time management skills; excellent problem solving skills; leadership and team building skills; ability to prioritize multiple projects; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with the public; maintain confidentiality; and computer skills and knowledge of technical and applicable software programs (Epi info, SAS, word processors, spreadsheets and presentation software) is required.

**Competencies**: Teamwork; effective communication; planning and organizing work; broad based analytical thinking; quality minded; initiative; and problem solving.

**Supervisory Authority**: None

**Travel:** In and out of state travel may be required in the fulfillment of job requirements and training.

**Equal Employment:** Except for Indian Preference, consideration will be made without regard to any non-merit factors such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, membership or non-membership in any employee organization.

**Reasonable Accommodations:** Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the SPTHB.

**Conditions of Employment**: 1. Full-time grant funded appointment (Subject to grant continuation); 2. Applicants must possess and maintain a current State Driver’s License; 3. Climbing, walking, standing, bending, and occasionally long hours.

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