**Evaluator (TECPHI)**

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**CLOSES APRIL 15, 2019**

Level: Experienced

Job Location: Home Office - Oklahoma City, OK

Position Type: Full Time

Education Level: Graduate Degree

Salary Range: $53,000.00 - $60,000.00 Salary/year (negotiable BOE)

Travel: 25%

Description

**Summary of Duties:**

Under limited supervision of the Tribal Epidemiology Center Public Health Infrastructure (TECPHI) Program Coordinator, performs program evaluation activities for public health chronic diseases programs including tobacco prevention and control programs, physical activity and nutrition programs, and other chronic disease programs for Tribes, tribal organizations, and urban Indian clinics in the Indian Health Service Oklahoma City Area (IHS-OCA) (Kansas, Oklahoma, and Texas). Work involves planning, monitoring and implementing evaluation plans and writing reports for public health chronic disease programs. Ensures accurate and timely data collection to capture appropriate outcome and process measures of community intervention projects. Responsible for developing logic models, evaluation data collection tools, monitoring data, and updating on evaluation related analyses and findings. Works with CDC and other Oklahoma Area Tribal Epidemiology Center (OKTEC) program staff collaboratively to identify and resolve evaluation-related problems and recommend appropriate solutions. Assists in development of grant applications and action plans for community program improvement. Coordinates with internal and external partners. Works with considerable latitude for the use of initiative and independent judgment.

**Qualifications**

Minimum Qualifications: Master’s in Public Health, Evaluation, or closely related field.

Education: Master’s in Public Health, Evaluation, or closely related field.

Experience/Field: 1-2 years’ experience preferred, but experience not required.

Special Skills/Qualifications: Knowledge of evaluation tools and methods including SMART objectives, performance measures, indicators and logic models. Knowledge of public health and health promotion principles. Skill in developing procedures to monitor and evaluate progress in achieving project objectives. Skill in conveying planning alternatives or recommendations to a variety of audiences. Ability to communicate clearly and concisely through effective oral communication, written reports, and presentations. Ability to establish effective working relationships with staff at all levels of an organization, agencies, providers, and stakeholders. Demonstrate knowledge and skills in medical informatics and the use of data sets in epidemiological methods. 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 preferred.

**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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