

Inter Tribal Council of Arizona, Inc.
JOB DESCRIPTION

EPIDEMIOLOGIST IV
Tribal Epidemiology Center

SCOPE OF WORK

Under the general supervision of the Tribal Epidemiology Center (TEC) Director at ITCA, Inc. the **Epidemiologist IV** effectively manages the operation and administration of the ITCA grant with Centers for Disease Control and Prevention (CDC) COVID-19: Prevention of suicide, intimate partner violence and adverse childhood events (ACEs) in Indian Country and provides support to the TEC Methamphetamine Suicide Prevention Initiative/Domestic Violence Prevention Initiative (MSPI/DVPI) project. The Epidemiologist IV will work with the TEC Director and TEC teams to develop grant applications and grant reporting. S/he will develop and implement all program work activities under the COVID-19: Prevention of suicide, intimate partner violence and ACEs in Indian Country grant with the TEC team; attends national, regional, local and internal meetings and presents on findings and other presentations as required; maintains partnerships with stakeholders and funding agency representatives; provides technical support for surveillance reporting and other epidemiologic reporting and evaluation; develops contracts with the TEC Director for specific training and technical assistance events; completes all reporting products for CDC as requested; supervises the assigned program staff and oversees all work assignments. Timely and regular attendance to work and work-related events is an essential function of this position.

DUTIES AND RESPONSIBILITIES

- Plans, administers and directs program activities in accordance with ITCA procedures and guidelines, and in accordance with the terms and conditions of grant funding agreements, which includes, but is not limited, to the coordination and implementation of grant deliverables; production of written and verbal reports; coordination, instruction, and facilitation of meetings, workshops and technical training sessions; development, review and on-going improvement of the CDC COVID-19: Prevention of suicide, intimate partner violence and ACEs in Indian Country and TEC MSPI/DVPI, and monitors program objectives, commitments, measures, outputs, outcomes, in correlation with associated budgets and contracts.
- Recruits, hires, supervises, mentors, and evaluates staff.
- Conducts performance review and provides feedback to staff for improvements.
- Ensures that the staff follows best practices and standard operation procedures, and conducts staff meetings on regular basis.
- Designs epidemiologic studies at the request of Tribal partners.
- Designs and oversees the design of survey tools, data dictionary, codebooks and databases, and the collection, storage, transfer and clean data using Excel and SAS or R from a variety of public and confidential sources.

- Oversees and carries out basic and advanced SAS or R data analysis (counts, percentages, cross-tabulations, univariate statistics, chi-squared tests, t-tests, regression, and survival analysis).
- Constructs and oversees the construct of confidential reports, public surveillance reports, and peer-reviewed publications.
- Constructs public health presentations for internal and external trainings, meetings, and professional conferences.
- Provides Tribes with other requested epidemiologic technical assistance.
- Provides planning and support for continuous and adequate funding for programs from all available sources.
- Researches, develops, writes, and produces grant proposals for continued program funding. This work includes development of project budgets, work plans, output measures, and outcome measures.
- Assists with COVID response activities under the parent grant as assigned.
- Develops and completes all trainings and technical assistance in the work plan together with other TEC epidemiologists.
- Meets project deadlines with quality products.
- Attends all ITCA, Inc. and TEC center meetings as assigned.
- Maintains accurate and completes project files electronically and/or hardcopy format of assignments.
- Communicates regularly and in a timely manner with the TEC Director regarding any challenges or problems.
- Provides regular and timely updates to the TEC Director, funding project officers, and other members of the team as needed.
- Adheres to all ITCA, Inc. policies and procedures.
- Performs other related duties, special projects, and reporting as assigned.
- Travels within the Phoenix and Tucson service areas (Arizona, Nevada, and Utah) to Tribal partners to conduct trainings, attend meetings, and provide technical assistance as requested with minimal supervision.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated project management skills.
- Demonstrated experience and proficiency in SAS and/or R.
- Demonstrated experience analyzing data multiple data sources to produce automated public health reports
- Grant writing experience
- Demonstrated experience and proficiency with Microsoft Word, Excel, and Power Point.
- Must be willing to learn other software as needed.
- Sensitivity to others and the ability to work respectfully and cooperatively with the organization's partners.
- Ability to work independently and as a team member.

- Ability to identify and analyze issues impacting the program, and recommend and develop solutions impacting issue resolution.
- Ability to use technology to work from home effectively to meet the organization's needs.
- Ability to work with the TEC team on emergency response topics, like COVID 2019, to support Tribes and ITCA as needed remotely.
- Excellent communication skills in writing, telephone, webinar, and face-to-face meetings.
- Travel throughout the Phoenix and Tucson service area of Arizona, Nevada, and Utah as assigned. Overnight stays are often required.
- Uses Microsoft outlook calendar system to track important dates, meetings, project deadlines, requested time off, etc.

MINIMUM REQUIREMENTS:

DrPH/PhD in public health, epidemiology, biostatistics, sociology, or a related field and at least 3 years post-degree program management, grants management, and data analysis experience, or a MPH and 10 years post-degree program management, grants management, and data analysis experience. Valid Arizona driver's license and submit to a background check.

STRONGLY DESIRED

- Peer-reviewed publication experience
- Experience with CDC reporting
- Experience working with Tribes in Arizona, Nevada, and/or Utah

REQUIREMENTS:

- Physical: Lifting and carrying up to 30 lbs.; bending, twisting, reaching, climbing, kneeling, walking, standing, and sitting for long periods of time; Prolonged periods of computer use, writing, and use of other tools necessary to perform duties and complete assignments; Ascending and descending stairs; Talking, hearing, seeing, listening and ability to understand; Repetitive use of hands, fingers, arms and eyes.
- Hours of Work: Vary and are dependent on business needs, requirements, workflow, and assignments.
- Driving/Travel: Must be willing and able to travel in and out of the Arizona as required by various modes of transportation; able to be a passenger on a commercial airline and/or drive in various conditions for long periods.
- Job Location: Majority of work will be performed at 2214 N. Central Avenue, Phoenix, Arizona 85004 in an office workstation; May be required to perform duties in various locations, both on and off Tribal lands, throughout Arizona and the United States as assigned.