



Seattle Indian Health Board

Position Title: Epidemiologist I

FTE: 1.0

Status: Non-Exempt

Division/Department: Urban Indian Health Institute (UIHI)

Location: Seattle Indian Health Board, Leschi

Reports to: Senior Epidemiologist

SIHB Core Competencies

Core Competencies are foundational commitments and skills that all SIHB staff are expected to develop. These competencies define common measures for performance that are applied to every role in the organization.

- **Commitment to Indigenous and Organizational Values:** Everything we do at SIHB is centered on Traditional Indian Medicine. It is our responsibility to maintain cultural integrity in all that we do.
- **Accountability:** All employees of SIHB effectively manage their own work and the work of their teams. We take ownership of our actions and decisions. We all strive to deliver the highest quality work and care, while respecting our teammates and relatives.
- **Collaboration:** SIHB is a team-oriented organization. As team members, we share the responsibility of working toward a common purpose. We collaborate with our colleagues across the organization to deliver the highest quality of care and results in alignment with our mission, vision, values and Theory of Change.
- **Communication:** We practice effective and clear communication with staff, relatives, teams and community. We demonstrate empathy among each other and with those we serve, and transparency in our decision making.
- **Customer Service Orientation:** All employees of SIHB recognize the needs of the diverse community we serve. We put the needs of our relatives first by delivering the highest quality, professional, responsive, and innovative care. Our relatives come first and deserve the best.

Position Summary: This position is responsible for providing a wide range of epidemiologic assistance to projects of the Urban Indian Health Institute (UIHI), a division of the Seattle Indian Health Board. This work includes core epidemiologic functions such as conducting disease surveillance, primary data collection, secondary data analysis of a wide variety of national, state, and local data sets, linking datasets, and interpretation and presentation of data for a wide variety of technical and non-technical audiences. This position will work to gather information, assess data, and present findings on the national and local health status and well-being of the urban American Indian/Alaska Native population.

Organizational Structure/Reporting Relationships: The Epidemiologist I reports to the Lead Epidemiologist, Epidemiologist II, under the direction of the Director of Informatics and Epidemiology. This position has no direct reports.

Organizational Responsibilities

- Hold Indigenous values and practices with respect and integrity
- Hold yourself accountable to the highest standard by being resourceful, innovative, creative and solutions-oriented
- Actively participate in organizational activities with the understanding that success is achieved through teamwork.



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- Recognize that communication is central to the organization's success and actively champion your words and actions to maintain respect for others, encourage constructive feedback, be open to share laughter and acknowledge differences in skills and opinions, all while keeping others' best intentions in mind.
- At SIHB, we refer to our customers as Relatives. Our Relatives come first and deserve the best. Serve the needs of our Relatives first by delivering the highest quality, professional, responsive and innovative care.

Job Responsibilities

- Analyze, interpret, and present health data, including data from national and local surveillance systems, surveys, and clinical data from the network of Urban Indian Health Programs (UIHPs);
- Identify, obtain, and evaluate new data sources for use to assess the health status of urban American Indian and Alaska Native;
- Support the Executive Leadership Team and Lead Epidemiologist in obtaining and maintaining surveillance datasets used to monitor the health of urban American Indians and Alaska Native;
- Independently design and conduct descriptive and advanced statistical analyses;
- Provide epidemiological consultation and technical assistance to various public, private, nonprofit, national, state, and local health agencies and organizations, with a focus on UIHPs and other American Indian and Alaska Native serving organizations;
- Prepare responses to requests for data and information;
- Effectively translate and disseminate findings to diverse audiences, including developing reports, manuscripts, and data briefs and making oral presentations;
- Participate in writing grants and other funding proposals;
- Engage in quality control/quality improvement processes to improve the quality of data findings and its dissemination;
- Develop project plans, timelines, and progress reports, and manage project deliverables.
- Coordinate work done by project team, provide leadership and technical guidance to project staff and interns; and
- Disseminate and report progress to the funder and other stakeholders in local, state and national settings.

Background Qualifications

Required:

- Master's in Public Health with experience in epidemiology, statistics, data analysis
- Applicants must demonstrate experience performing both analytical and project management work;
- Training in epidemiological and biostatistical principles and methods;
- Experience using standard statistical computer software, preferably Stata, SAS, R;
- Experience preparing data for analysis and conduction data analyses; and
- Experience managing complex projects.
- Have knowledge of epidemiology, research and evaluation theory and practice.
- Have knowledge and understanding of health and social issues facing the American Indian and Alaska Native population and a desire to promote the delivery of appropriate health services and public health interventions to this population.
- Knowledge of processes needed in planning, implementing and evaluating projects.
- Coordinating the work of multi-disciplinary staff including.
- Applied research methods and techniques, and



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- National, state, and local surveillance data and/or surveys.
- Proficiently use software programs such as Microsoft Outlook, Word, Excel, PowerPoint, and Access, and statistical analysis software (Stata, SAS, R).
- Demonstrate cultural competency in working collaboratively with American Indian and Alaska Native communities;
- Communicate medical, statistical, and public health concepts to technical and community audiences;
- Write and speak with clarity and precision about epidemiologic methods and research and assessment findings to both technical and lay audiences
- Demonstrate program management, organizational and coordination skills;
- Show initiative and work with minimal supervision;
- Assess situations and make clear decisions which are timely and in the best interests of the organization;
- Set priorities and monitor progress towards goals, and track details, data, information and activities for reporting;
- Work independently or in a team environment-whichever is considered appropriate for the situation;
- Establish and maintain effective working relationships with supervisors, colleagues, public officials, representatives of other agencies and organizations, community members and clients;
- Work well under pressure and stress, meet multiple and often competing deadlines;
- Operate effectively in a team-based environment; and
- Work varied hours, including evenings and weekends as required.
- Candidates must complete a background check as part of the hiring process
- Candidate must complete an exam assessing critical thinking skills, epidemiological principals, epidemiological methods, statistical analysis skills, data interpretation and presentation
- Provide a current writing sample of 5-10 pages where candidate is the primary author
- Some travel may be required

Preferred:

- Master's of Public Health in Epidemiology or Biostatistics preferred
- Two to three years of experience in an applied epidemiology/statistics or research setting preferred;
- Experience working with American Indian and Alaska Native populations strongly preferred;

Other Requirements:

- Valid Washington State driver's license, proof of car insurance and use of a personal vehicle.
- Candidates must complete an acceptable Background Check as part of the hiring process.

Work Environment: Office hours are 8-5, Monday through Friday with occasional extra hours for events or to meet deadlines.

Seattle Indian Health Board is an equal opportunity employer and encourages all qualified applicants to contact the agency about current vacancies and future employment opportunities. Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46 and 474.)