



Rocky Mountain Tribal Leaders Council

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Job Title: Good Health and Wellness in Indian Country (GHWIC),
Evaluation Specialist/Epidemiologist

Reports To: GHWIC Program Director and Rocky Mountain Tribal Epidemiology Center Director
Department: Rocky Mountain Tribal Leaders Council (RMTLC)
Classification: Full- time, Regular
Salary Range: Competitive
Location: Billings, Montana
Opening Date: January 27, 2017
Closing Date: March 3, 2017 or Continuous
Starting Date: Immediately

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:

Under the direction of GHWIC Project Director and Rocky Mountain Tribal Epidemiology Center (RMTEC) Director, the Evaluation Specialist/Epidemiologist is responsible for providing technical support and assisting with the CDC-funded Good Health & Wellness in Indian Country project to reduce chronic disease morbidity and mortality in Montana Tribal Communities. Position salary will be based upon experience and education.

Essential Functions:

- Meet at least one-time per week with the Project Director and GHWIC team to assess progress and planning
- Assist Evaluation Consultant with all evaluation activities specific to the project.
- Design survey tools, data dictionary, codebooks, databases, focus group questions, interview questions under the supervision of the GHWIC Project Director and Evaluation Consultant.
- Collect, store, transfer, clean, and analyze data using Excel, SAS, SPSS or R from a variety of public and confidential sources, as well as project-related trainings, workshops, and conferences.
- Draft reports and evaluation summaries.
- Conduct public health presentations for internal and external trainings, meetings, and professional conferences.
- Maintain accurate and complete project files electronically or hardcopy format of assignments.
- Meet project deadlines with quality products.
- Attend all RMTLC, RMTEC, and GHWIC meetings as assigned.
- Travel within the State of Montana and Wyoming service area to Tribal partners to conduct trainings, attend meetings, and provide technical assistance as requested. Out of State travel maybe required.
- Performs other related duties, special projects, and reporting as assigned as program progresses.

Knowledge, Abilities, Skills, and Additional Functions:

- Work in a cooperative and professional manner with all RMTLC staff.

- Demonstrate experience with basic and some advanced commands in either SAS, SPSS, or R for data management and analysis.
- Demonstrate experience and proficiency with Microsoft Word, Excel, Access, Outlook and Power Point. Must be willing to learn other software as needed.
- Previous experience conducting community health training and providing technical assistance.
- Sensitivity to others and ability to work respectfully and cooperatively with the organization's partners.
- Ability to work as a group project leader and a project team member.
- Excellent communication skills in writing, telephone, webinar, and face-to-face meetings.
- Ability and willingness to travel throughout the Montana and Wyoming service area as assigned. Overnight stays are often required.
- Ability and willingness to use Microsoft outlook calendar system to track important dates, meetings, project deadlines, requested time off, etc.
- Valid driver's license and submit to a background check.

Additional Functions:

- Work in a cooperative and professional manner with all RMTLC staff
- Other functions as assigned by RMTEC Director
- Represent agency as required by the RMTLC Executive Director

Requirements/Qualifications:

- Minimum of bachelor's degree in Public Health, Psychology, American Indian Studies or any other health related field, plus 1-year experience with a concentration in epidemiology, biostatistics, or related health field. An MPH/MS is strongly preferred, or currently completing graduate course work leading to a degree.

Strongly desired:

- Experience working with Tribes in Montana and Wyoming and/or American Indian Tribal communities.
- Previous experience conducting focus groups and key informant interviews.
- Knowledge of program evaluation concepts.
- Develop and maintain effective working relationships with programs, departments, other organizations, and agencies.
- Exhibit ethical and professional behavior in all facets of this position.
- Communicate effectively both orally and in writing.
- Work with minimal supervision in a team-based atmosphere.
- Non-commercial tobacco user preferred.
- American Indian/ Alaska Native preferred.
- Veteran's preference will be considered.

Job Classification: Regular Status, non-exempt, 1.0 FTE position with a six-month probationary period.

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.
- Travel to Montana and Wyoming reservations and state meetings occasionally required.

- 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):

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