



Rocky Mountain Tribal Leaders Council

2929 Third Avenue North, Suite 300, Billings, Montana 59101

Ph: (406) 252-2550

Fax: (406) 254-6355

Position Title: Chronic Disease Epidemiologist

Supervisor: RMTEC Director

Department: Rocky Mountain Tribal Leaders Council Epidemiology Center (RMTEC)

Classification: Full-time, non-exempt

Salary Range: \$51,209.60 Negotiable

Location: Billings, MT

Opening Date: Now

Closing Date: Immediately

Starting Date: Immediately

Grant Period: 5-year

How to apply: Applicants need to send three (3) documents: 1. cover letter, 2. resume, and 3. RMTLC job application and submit to jobs@rmtlc.org (preferred)

Or mail to: RMTLC
Attn: Human Resources
2929 3rd Ave N, Suite 300
Billings, MT 59101

Any applications without the requested documentation will not be considered.

For application form and this job description, please visit: <http://www.rmtlc.org/about-us/work-with-us/>

This position is subject to background screening. Please contact us if you have any questions at 406-252-2550.

Position Overview:

Under the direction of RMTEC Director, Chronic Disease Epidemiologist, is responsible for developing annual Chronic Disease Reports, assist in Tracking all data / TA requests, assist a Data Management Team, Organize training/meeting, and provide technical assistance to Tribal Health Departments in Montana and Wyoming. The position salary will be based upon experience and education. The Chronic Disease Epidemiologist will report to RMTEC Director.

Essential Functions:

- Responsible for analyzing and developing tribal-specific chronic disease reports.
- Assist epidemiologists in data collection, entry, cleaning, and data reporting.
- Fulfills incoming Data/ TA requests received by the Epi Center as assigned by TEC Director and/or Lead Epidemiologist.
- Assist Data Management Team
- Assist with training on statistical package to Tribal Health Personnel.
- Assist with organizing meetings and conference calls for RMTEC projects.
- Assist RMTEC in media publications.
- Writes minutes and draft RMTEC programmatic letters, demonstrating a thorough knowledge of

Professional Microsoft Office.

- Travel to Montana and Wyoming reservations and various out of state meetings/conferences as required.

Knowledge, Abilities, Skills, and Additional Functions:

- Demonstrate experience with basic and 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.
- Work in a cooperative and professional manner with all RMTLC / RMTEC staff.
- Sensitivity to others and ability to work respectfully and cooperatively with the organization's partners.
- Excellent communication skills in writing, telephone, online seminar, and face-to-face meetings.
- Perform other functions as assigned by RMTEC Director.

Qualifications\ Requirements:

- A minimum bachelor's degree or preferred master's degree in public health or Statistics or Equivalent and 2 - 3 years' experience working in public health.
- Communicate effectively.
- Organized and able to carry out all responsibilities of the position with minimal day-to-day supervision.
- Demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program.
- Sensitive to cross-cultural differences, and able to work effectively within their context.
- Must be able to pass a background check.
- Experience working with Tribes preferred
- Design and implement training.
- Work with minimal supervision in a team-based atmosphere.
- American Indian preferred.
- Veteran's preference will be considered.
- Valid driver's license.

Job Classification: Regular Status, non-exempt, full FTE position with a (12) twelve-month probationary period.

Upon hiring, applicant must read, sign, and comply with the Rocky Mountain Tribal Leaders Council Policy and Procedures.

Environmental Factors:

- Perform duties in a controlled, tobacco-free office environment.
- 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 includes, 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.

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.

Disclaimer:

The above statement is intended to describe the general nature and level of work being done by employees assigned to this position. They are not to be construed as exhaustive, duties, responsibilities, and activities may change with or without notice.