



Rocky Mountain Tribal Leaders Council

2929 3rd Avenue North, Suite 300, Billings, Montana 59101

Ph: (406) 252-2550

Fax: (406) 254-6355

Position Title: Informatics Manager

Supervisor: RMTEC Program Director

Department: Rocky Mountain Tribal Epidemiology Center (RMTEC)

Classification: Full-Time, Exempt

Salary Range: DOE

Location: Billings, MT

Opening Date: Open

Closing Date: Until filled

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: Email: jobs@rmtlc.org (preferred)

Or Mail To: RMTLC

Attn: Human Resources

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Any applications without the requested documentation will not be considered.

For application form and job description, please visit: <https://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:

This position will provide high-level scientific leadership and technical expertise to the Rocky Mountain Tribal Epidemiology Center (RMTEC) under the Rocky Mountain Tribal Leaders Council (RMTLC) public health mission to reduce health disparities and improve the health and well-being of the tribal nations in the Rocky Mountain region. This position will actively contribute to the formation and execution of the overall vision for health informatics at the RMTEC and serves as an internal consultant to support the data collection, management and oversight functions of the organization which include, but are not limited to, public health monitoring and surveillance, research, health promotion and prevention, and workforce development. This position will work in an advisory capacity with the RMTEC staff to ensure that all major public health activities are conducted in accordance with appropriate scientific principles and methods. In addition, this position is the scientific liaison to tribal governments, colleges and universities, regional medical centers and state and federal agencies. This position is responsible for leading new initiatives on behalf of RMTLC that build capacity for conducting ethical, well-designed, culturally appropriate health research with tribal communities throughout the region. This goal is met by providing ongoing scientific consultation to tribal leaders to ensure that the research agenda of the RMTEC is strategically aligned with tribal health priorities. This position will be working with the Data Modernization project at RMTEC. This position will Chair the Rocky Mountain Tribal Institution Review Board (RMT-IRB) under the Rocky Mountain Tribal Leaders Council (RMTLC) and lead the RMT-IRB reviews research or grant applications for research that involves Tribal populations and Tribal data. Finally, this position will identify and apply for research funding that will expand the RMTEC research portfolio. This position will seek opportunities for the dissemination of tribally approved research in peer-reviewed journals and at national meetings and conferences.

Essential Functions:

- Participate in the strategic planning process of the RMTEC and RMTLC to identify and establish priorities for scientific research and informatics services both internally and with external stakeholders
- Identify and apply for grants and contracts that are aligned with tribal health priorities
- Provide leadership role in grants writing activities on RMTEC led grant applications; provide general scientific and technical support on tribal and university-initiated grant and contract proposals
- Monitor project(s) in RMTEC research portfolio

- Provide scientific oversight for research and informatics related projects within RMTEC; direct projects in RMTEC research portfolio
- Develop and implement a strategy with input from the Rocky Mountain region Tribes and other partner institutions to define and advance a public health research and informatics agenda that is responsive to tribal needs and priorities
- Establish linkages between RMTEC, RMTLC, Rocky Mountain region Tribes with academic medical centers in pursuit of clinical, educational and research opportunities
- Develop research protocols, conduct data analysis, draft reports, and present research findings to target audiences as required
- Serve as the RMTEC public health science and informatics technical assistant to Rocky Mountain region tribes on topic of public health concern or interest, such as the Data Modernization Project
- Provide technical assistance to RMTEC programs on data collection strategies, management, and analysis
- Educate university investigators on community-based research practices in Rocky Mountain region Tribal communities
- Develop strategies in cooperation with RMTEC and RMTLC staff to facilitate sharing scientific information and expertise with local tribal communities
- Present RMTEC reports to RMTLC and to tribes at appropriate meetings such as the RMTLC Board Meeting and regional and national conferences
- Provide written communications and reports to all appropriate agencies and collaborators
- Provide evaluation and review on all aspects of the project
- Insure financial and budget accountability for all aspects of the project expenditures
- Chair the Rocky Mountain Tribal Institutional Review Board and lead reviews of research or grant applications of research that involve Tribal populations and Tribal Data.
- Monitor Tribal data collection
- Reporting and data collection to support program evaluation
- Responsible for preparing financial and annual progress reports, continuation applications, yearly budgets, and budget modifications as needed

Essential Knowledge:

- Understanding of comprehensive, coordinated approach to system of care for prevention and management of chronic disease
- Experience and understanding on the resources for prevention and management of chronic disease, to include diabetes
- Demonstrated understanding of health promotion / disease prevention
- Ability to provide oversight and leadership while working with stakeholders from various organizations
- Knowledge of the healthcare system and how to facilitate change and improve effectiveness within that system
- Understanding of the cultural contexts that need to be addressed in order to provide the best culturally appropriate education and services
- Knowledge of culturally appropriate interventions and factors that are relevant to diabetes, cardiovascular disease, and obesity
- Demonstrated understanding of public health outreach and education
- Demonstrated knowledge of marketing and communication planning

Supervisory relationships:

- Provide for development of strategic and business initiatives necessary to complete the goals and objectives of the project
- This position requires written communications and reports to all appropriate agencies & staff
- Design and implement program training designs and events
- Provide written communications and reports to all appropriate agencies and staff
- This position is under the direct supervisor of the RMTEC Program Director

Additional Functions:

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

Requirements/Qualifications:

- Preferred doctorate degree (PhD in Public Health or related field) or minimum required of a master's degree (Epidemiology, Biostatistics, or related field in Public Health), American Indian Studies and five years' relevant experience
- Demonstrate excellence in interpersonal relations necessary
- Experience working in tribal communities & cross-cultural experience required
- Extensive project management experience preferred
- Knowledge of public health computer databases, laboratory information systems configuration, data exchange and systems design, computer operating, systems and procedures

- Information security policies and procedures
- Time management skills and working under deadlines to meet project goals and objectives
- 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 independently, with minimal supervision, in a team-based atmosphere
- Grant writing and funding experience required
- Experience with social marketing and media development a plus
- Non-commercial tobacco user preferred
- American Indian/ Alaska Native preferred
- Veteran's preference will be considered

JOB CLASSIFICATION: Regular exempt status, full-time position with a twelve-month (12) probationary period.

Upon hiring, applicants must read, sign, and comply with the Rocky Mountain Tribal Leaders Council Personal Policy and Procedures (PPP).

Working Environmental Factors:

- Performs duties in a controlled, tobacco-free office environment and routine use of standard office equipment such as computers, phones, copiers, and filing cabinets.

Travel Requirements:

- Must have valid driver's license and proof of vehicle insurance.
- Travel to Montana and Wyoming reservations and national/regional meetings occasionally required.

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.

Exempt/non-exempt Employment:

This position with Rocky Mountain Tribal Leaders Council is Exempt/non-exempt Employment. While we strive to provide full-time employment for all our employees who desire, we make no guarantees, expressed or implied, to provide and guarantee a number of hours of employment each week. Changing conditions in Federal and private grants make it impossible to predict the demand for our services and as a result, all our offers of employment are offers of exempt/non-exempt 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.

Disclaimer:

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