ABERDEEN AREA TRIBAL CHAIRMEN’S HEALTH BOARD

POSITION DESCRIPTION

Job Title: Project Coordinator, Northern Plains Tribal Cancer Data Initiative (NPTCDI)

Dept: Northern Plains Tribal Epidemiology Center

Reports To: Director, NPTEC

Salary range: 40,000 – 45,000

Classification: Full-time, Regular

Job Summary: This position reports directly to the Director of the Northern Plains Tribal Epidemiology Center (NPTEC), a program of the Aberdeen Area Tribal Chairmen’s Health Board. The Project Coordinator’s primary responsibility is the management and coordination of the activities of the Northern Plains Tribal Cancer Data Initiative. The NPTCDI project is designed to address cancer health disparities among Northern Plains American Indians by improving quality, accessibility and usability of cancer data. There are three parts to the project including conducting a cancer data gap analysis, producing a NPAI regional cancer report and developing or enhancing an existing tribal cancer data management system. The Project Coordinator is responsible for facilitating and maintaining regular communications with the Principal Investigator (PI), Co-PI, tribal oversight committee, data workgroup, tribes, and other community partners in the implementation of the activities. The Project Coordinator may have supervisory responsibilities for project staff, and will work closely with the Northern Plains Comprehensive Cancer Control Program (NPCCCP) and other NPTEC team.

Essential Functions:

Administrative
- Coordinates all project activities with the NPTCDI Principal Investigator.
- Reports to NPTEC Director on a regular basis regarding overall program performance and progress.
- Receives direction in programmatic priorities from the NPTCDI PI and NPTEC Director.
- Assists in preparing a wide range of reports on cancer data activities.
- Develops and manages contracts and monitor program expenditures.

Essential Program Management Functions
- Collaborates with tribal, state, and IHS partners to develop and implement activities of the NPTCDI.
- Facilitates and maintain communications with the project team members.
- Coordinates the formation of tribal oversight and data workgroup; facilitates yearly or quarterly meetings and maintains communications with both groups.
- Assists in the development of protocol, data collection instruments and analytical plan.
- Coordinates data collection activities for gap analysis and needs assessment.
- Assists in the comprehensive cancer data report writing.
- Disseminates the gap analysis and comprehensive cancer reports, as appropriate, to tribes, IHS, states, and other stakeholders.
- Coordinates collaboration with a pilot community to design or enhance the existing tribal cancer surveillance systems.
- Works with partners to utilize findings for the improvement of existing surveillance systems.
- Designs and conducts partnership survey.
- Collects, uploads, and manages all evaluation data.
- Conducts all activities within the framework of community-based participatory research, in a culturally appropriate manner, prioritizing the protections of tribal members and communities.
- Assists with the development of project protocols and prepares IRB submission.
• Presents results of gap analysis and comprehensive cancer report to tribal oversight committee, tribal health committees and Tribal Councils as appropriate.
• Supervises Research Assistant.
• Performs other duties as assigned by the NPTEC Director.

Consistently Exhibits Professional Behavior as a standard of conduct in fulfilling the role of the position.
• Effectively organizes workload and schedules time to meet the demands of the position.
• Works in a cooperative and professional manner with all AATCHB staff.
• Treats Northern Plains tribes and collaborators with dignity and respect and is considerate by using their time wisely and communicating effectively.
• Abides by the AATCHB policies, procedures, and structure.
• Attends meetings, conferences, and training to stay abreast of issues and to enhance skills that will improve overall program activities and objectives.
• Advances personal educational development by attending training sessions and seminars as appropriate, especially those focused on American Indian cancer.
• Conducts project activities in a manner that abides by basic ethical principles that protect human subjects such as maintaining confidential information.

Qualifications:

• A Masters of Public Health or related degree, and two-three years experience in public health services and systems is preferred.
• Must demonstrate knowledge of planning and evaluating programs and designing and implementing health education workshops using research and evidence-based practices.
• Must demonstrate a solid understanding of current principles and practices of epidemiology, statistics, surveillance systems, and their design, implementation, and evaluation.
• Must demonstrate a thorough knowledge of standard epidemiologic computer software such as SPSS.
• Must demonstrate good spelling and grammar skills and the ability to proofread written materials.
• Must demonstrate discretion, tact, knowledge, judgment, and overall ability to work effectively with federal, tribal, and other professionals.
• Must be able to communicate medical, statistical, and public health concepts to medical and non-medical persons.
• Must be highly organized and able to carry out all responsibilities of the position with minimal day-to-day supervision.
• Must be sensitive to cross-cultural differences and be able to work effectively within their context.

Physical/Environmental Requirements:

• Must possess a valid Driver’s License
• Requires moderate regional travel, and occasional travel to national meetings and trainings
• Some lifting is required
• Work is performed predominantly in an office environment, using eyes and hands extensively

Applicants must agree to serve a minimum three month probationary period during which time their employment can be terminated at will.

Required application forms are available from:
Aberdeen Area Tribal Chairmen’s Health Board
Northern Plains Tribal Epidemiology Center
1770 Rand Road
Rapid City, SD 57702
(605) 721-1922 Fax: (605) 721-2876
http:\www.aatchb.org