ABERDEEN AREA TRIBAL CHAIRMEN’S HEALTH BOARD

POSITION DESCRIPTION

Job Title: STD and HIV/AIDS Epidemiologist (MPH level)  
Dept: Northern Plains Tribal Epidemiology Center

Reports To: Director, NPTEC  
Salary range: DOQ, Competitive  
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 Epidemiologist’s primary responsibility is to provide a wide range of epidemiologic assistance to the Director and other staff of NPTEC particular in the area of STD and HIV/AIDS surveillance. The Epidemiologist is responsible for assessing existing STD and HIV/AIDS data for American Indians in Northern Plains, identifying data gaps and conducting community survey study to fill the gaps. Specifically, the epidemiologist will take the led in conducting the South Dakota Accessing STD and HIV/AIDS services survey (AHSS). AHSS is a project designed to better understand the specific behaviors that contribute to STD and HIV/AIDS occurrence among the American Indians in South Dakota and to assess their knowledge and attitudes about testing and personal risk. In addition, the Epidemiologist may have supervisory responsibilities for project staff, and will work closely with the NPTEC Epidemiology Team.

Essential Epidemiologic Functions:
1. Collaborates with tribal, state, and IHS partners to develop and implement data linkage studies to assess current surveillance systems for STD and HIV/AIDS
2. Conducts data analysis, report development, and writing.
3. Works with partners to utilize findings for the improvement of existing surveillance systems and registries.
4. Disseminates results, as appropriate, to tribes, IHS, states, and other stakeholders.
5. Coordinates epidemiologic activities with partners, such as state and local public health agencies, Centers for Disease Control and Prevention, Aberdeen Area IHS, IHS Epidemiology and Disease Prevention, other Federal agencies, and university schools of public health and medicine.
6. Makes presentations on the purpose, methods, and results of epidemiological analyses.
7. Conducts all activities within the framework of community-based participatory research, in a culturally appropriate manner, prioritizing the protections of tribal members and communities.
8. Develops focus group and in-depth interview guides.
9. Conducts focus groups and in-depth interviews.
10. Develops study protocols and prepares IRB submission.
11. Analyzes qualitative and quantitative data.
12. Writes and disseminates reports.
13. Presents research projects to tribal health committees and Tribal Councils.
14. Trains field interviewers in survey administration.
15. Supervises of Research Assistant and Field Interviewers.

Additional Functions:
1. With the permission of the Director, provides epidemiologic technical assistance to other AATCHB projects and to epidemiologic or service-based research conducted by or involving area Indian health programs within the Northern Plains region.
2. Carries out other priorities, plans, programmatic objectives, and policy formulations of NPTEC, especially as related to needed skills in statistical analysis, public health planning, surveillance systems, and public health improvement.
3. Conducts training for tribal and IHS partners as requested, with the permission of the Director.
4. Performs other duties as assigned by the NPTEC Director.

**Qualifications**

1. Should have at a minimum a Masters of Public Health degree, and two years experience in study design, epidemiologic surveillance and investigation, and statistical analysis, preferably related to American Indian/Alaska Native health research.
2. Must demonstrate knowledge of disease surveillance systems including design, implementation, and evaluation.
3. Must demonstrate knowledge of data linkage and chart audit methodologies.
4. Must have experience working with AI/AN communities.
5. Must understand the requirements for and methods of ensuring protection of human subjects in research.
6. Must demonstrate a thorough knowledge of standard epidemiologic computer software such as SPSS, SAS, and Epi Info.
7. Should have experience working with tribes and/or experience working with populations at high-risk for STDs and HIV/AIDS (i.e. MSD, IDU, HIV+ individuals).
8. Should have experience with qualitative and quantitative research.
9. Should have experience with or knowledge of community-based participatory research.
10. Must be comfortable with public speaking to audiences with varying backgrounds.
11. Must have ability to manage multiple tasks and excellent organizational and communication skills.
12. Must demonstrate a thorough knowledge of standard office automation software, such as MS Office.
13. Should have experience presenting research findings, clinical information, and statistical concepts to lay, clinical, and scientific audiences.
14. Must demonstrate discretion, tact, knowledge and overall ability in working effectively with federal, tribal, and other professionals and facilitating partnership in the activities of the program.
15. Must be highly organized and able to carry out all responsibilities of the position with minimal day-to-day supervision.
16. Must be sensitive to cross-cultural differences, and able to work effectively within their context.
17. Must have excellent grammar skills and the ability to accurately proofread written materials.
18. Must agree to serve a minimum three-month probationary period during which time their employment can be terminated at will.

**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 Phone
http:\www.aatchb.org