



Rocky Mountain Tribal Leaders Council

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

Ph: (406) 252-2550

Fax: (406) 254-6355

Position Title: Epidemiologist / Statistician

Supervisor: TEC-PHI Program Director
Department: Tribal Epi Center Public Health Infrastructure(TECPHI)

Classification: Regular Full-Time, Non-Exempt
Salary Range: \$21.99 - \$24.62 DOE
Location: Billings, Montana

Opening Date: 10/11/2023 **Closing Date:** 10/31/2023
Starting Date: Immediately **Grant:** 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
2929 3rd Avenue North, Suite 300
Billings, Montana 59101

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:

Under the direction of TECPHI Program Director, Epidemiologist, is responsible for utilizing epidemiology practices to build the capacity of data systems, data management, surveillance, and evaluation with the purpose to support Tribal Health systems. Position duties will focus on the development of analytic methods, computational processes for all TecPhi project analysis, and technical assistance. The Epidemiologist will report to TECPHI Program Director.

Essential Functions:

- Develop protocol and templates for all analysis.
- Participate in Data Management Team meetings and all staff meetings.
- Assist other epidemiologists and data analysts in data quality improvement.
- Data collection, entry, cleaning, visualization, and reporting.
- Statistical analysis & reports, survey, and questionnaire design.
- Provide epidemiological technical assistance to Tribes in the region as requested
- Assist with training on data management, analysis, and report development to Tribal Health Personnel.
- Assist with organizing meetings and conference calls for data related TecPhi projects.
- Develop and present finding for various audiences.

- Communicate respectfully and effectively with Tribal Health personnel and other partners via email, phone, and in-person meetings.
- Travel to Montana and Wyoming reservations and various out of state meetings/conferences is required.
- Adhere to RMTLC mission, vision, goals & values in all activities, communications, collaborations, and services.

Knowledge, Abilities, Skills, and Additional Functions:

- Demonstrate experience with basic and some advanced commands in either SAS, SPSS, or R for data management and analysis.
- Demonstrate experience with statistical programming, data analysis, and project management.
- Proficient in math, public health, and epidemiology.
- 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 staff.
- Sensitivity to others and ability to work respectfully and cooperatively with the organization's partners.
- Excellent communication skills in writing, telephone, webinar, and face-to-face meetings.
- Other functions as assigned by TECPHI Program 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 in both written and oral presentations.
- Critical thinking skills to address complex data systems.
- 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
- Work in a team-based atmosphere.
- American Indian / Alaska Native preferred.
- Veteran's preference will be considered.
- Valid driver's license.

Job Classification: Regular Status, non-exempt, full-time position with a twelve-month probationary period.

Upon hiring, applicants 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.

Exempt/Non-exempt Employment:

All employment with Rocky Mountain Tribal Leaders Council is exempt/non-exempt 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.

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.