



Rocky Mountain Tribal Leaders Council

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

Ph: (406) 252-2550

Fax: (406) 254-6355

Position Title: Staff Epidemiologist

Supervisor: RMTEC Director

Department: Rocky Mountain Tribal Leaders Council (RMTLC), Epidemiology Center

Classification: Regular Full-Time, Non-Exempt

Salary Range: \$21.99 - \$24.62 DOE

Location: Billings, Montana

Opening Date: Now

Closing Date: until filled

Starting Date: Immediately

Grant Period: 5-year grant

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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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 the RMTEC Director, the Staff Epidemiologist is responsible for leading data collection on vaccination, analysis, and reporting efforts, to include the coordination and provision of technical assistance efforts related to infectious disease for the Tribal Health Departments in Montana and Wyoming. The position salary will be based upon experience and education. The Staff Epidemiologist will report to RMTEC Director.

Essential Functions:

- Responsible for analyzing and developing infectious disease and maternal and child health reports.
- Responsible for building data capacity in areas of infectious disease and maternal and child health.
- Responsible for leading and planning efforts related to infectious disease and maternal and child health data and public health activities.
- Responsible for developing and maintaining relationships to build tribal public health capacity in areas of infectious disease and maternal and child health.

- Assist epidemiologists in data collection, entry, data cleaning and data reporting.
- Assist with training on statistical package to Tribal Health Personnel.
- Assist with organizing meetings and conference calls for RMTEC projects related to infectious disease and maternal and child health.
- Assist RMTEC in media publications and data visualization efforts to provide infectious disease and maternal and child health related public health information and data.
- Travel to Montana and Wyoming reservations and various out of state meetings/conferences as required.

Supervisory relationships

- This position works under the direct supervision of the RMTEC Director
- This position requires written communications and reports to all appropriate agencies & staff

Additional Functions:

- Work in a cooperative and professional manner with all RMTLC staff
- Performs other duties and assignments as directed
- Assist in grant writing and/or preparations as needed
- Will assist with clerical work as needed

Requirements/Qualifications:

- Bachelor's degree or preferred master's degree in degree in public health or Statistics or Equivalent and 2 - 3 years' experience working in public health.
- A minimum of 3 years of experience planning and conducting trainings is preferred
- Experience working in Tribal communities in this region is preferred
- Excel, PowerPoint, Publisher, and Word software experience required
- 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
- Experience with social marketing, data visualization and media development a plus
- Non-commercial tobacco user preferred
- American Indian preferred
- Veteran's preference will be considered

Job Classification: Regular status, non-exempt, full-time position with a six-month probationary period. Employment period based on performance as well as duration of grants funding this position and successful application of continuing and/or new grants.

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

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. Outside of the area is infrequently required which may include overnight stay(s).

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 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 report 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.

Employment:

All employment with Rocky Mountain Tribal Leaders Council is Exempt or Non-exempt Employment. While we strive to provide full-time employment to all 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 our offers of employment are offers of Exempt or 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 statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as exhaustive, duties, responsibilities, and activities may change with or without notice.