USET Epidemiologist I
The United South and Eastern Tribes, Inc. (USET) Epidemiologist I is responsible for providing a broad knowledge of the principles, practices, and current developments related to public health epidemiology, including data collection/analysis/interpretation, chronic and/or infectious disease prevention and control for USET Tribal communities. He/she provides support to the Senior Epidemiologist by serving as a primary investigator and resource for current information related to chronic and/or infectious diseases and associated complications. The Epidemiologist I is responsible for assisting the Epidemiology Center fulfill the objectives of the USET multi-year Indian Health Service Epidemiology Center Cooperative Agreement.

Exempt/Non-Exempt and Salary Range:
The USET Epidemiologist I is an exempt position requiring travel and irregular work hours, with a salary range starting at $56,000 per year.

Reporting Relationship:
The USET Epidemiologist I is supervised by the Tribal Epidemiologist Center Program Manager.

Duties and Responsibilities:
1. Develop and maintain an Area-wide system of chronic and/or infectious diseases and associated complications surveillance related data collection, analysis, and interpretation as a part of the USET Epidemiology Center team on behalf of twenty-seven federally recognized American Indian Tribes located across twelve states.
2. Conduct epidemiological investigations of chronic and/or infectious diseases and associated complications of morbidity and mortality.
3. Specify study design, collection/retrieval of epidemiological data, statistical data analysis utilizing SAS and other statistical software.
4. Perform comprehensive assessment throughout the USET Area to identify existing disease surveillance resources and needs for any additional resources.
5. Identify and work with staff from tribes, other tribal organizations, IHS, State Health Departments, federal agencies and outside agencies to coordinate and develop epidemiology and surveillance activities.
6. Implement strategies for integrating tribal health program staff into the surveillance system through development and provision of educational and skill development training pertaining to chronic and/or infectious disease surveillance.
7. Analyze tribal data obtained from the Resource Patient Management (RPMS) or system of record for trends and patterns.
8. Compose/write reports including recommendations for action, and present report findings for tribal review and approval. Report development will include designing/creating tables utilizing word processing, spreadsheet/database, and graphics software detailing surveillance data, coordinate and conducts outbreak investigations.
9. Interpret data results and review reports for completeness and accuracy.
10. Evaluate the effectiveness and efficiency of intervention and/or control strategies; and determines health status outcomes in order to ensure that established program standards are met.

11. Represent USET at the national, area and/or local level by attending meetings, conferences and/or serving on committees. Prepare special reports for USET Director-Tribal Health Program Support and Health Committee which include recommendations for action.

12. Participate in tribal community and public information efforts of initiated projects, as requested, by providing general information on chronic/infectious disease and associated complications, the operations of the registry, and the methodology used to analyze and describe chronic and/or infectious diseases and associated complications incidence data.

13. Gather descriptive data for use in grant applications and assist in grant writing activities.

14. Provide support to other departments within the Tribal Health Program Support.

15. Perform other duties as assigned by the Department Director

**Qualifications:**

1. Minimum of a Masters Degree in Public Health (MPH) with an emphasis in epidemiology and/or biostatistics from an accredited college or university that has equipped the applicant with the specific knowledge, skills and abilities to successfully perform the duties of the position. In lieu of an MPH with an emphasis epidemiology and/or biostatistics, at least (1-3) year’s job experience in epidemiology and/or biostatistics would be considered.

2. Working knowledge, skills and abilities related to SAS, Word, Excel, PowerPoint, MS Access software Health Data Access and ability to learn new software applications quickly.

3. Cultural sensitivity and ability to work within the customs and traditions of various tribal groups.

4. Must possess excellent verbal and written communication and organizational skills.

5. Ability to travel and work irregular hours.

**Hiring preference shall be given to American Indians/Alaska Natives**