USET Public Health Programs Manager

The USET Public Health Programs Manager is responsible for assisting United South and Eastern Tribes, Inc. (USET), Tribal Health Program Support (THPS) personnel and USET member Tribes in developing and managing public health programs and projects. The Public Health Programs Manager must ensure that all timelines and budgets are being adhered to as they develop and implement public health projects geared towards improving the overall general health of Tribal populations. This position will hold some supervisory responsibility over other staff within the department.

Exempt/Non-Exempt and Salary Range:
The USET Public Health Programs Manager is an exempt position requiring occasional travel and irregular work hours, with a salary range starting at $48,861.67 per year.

Reporting Relationship:
The USET Public Health Programs Manager is supervised by the THPS Assistant Director.

Duties and Responsibilities:
1. Conduct project reviews and periodic update checks with various project staff members to ensure that work is completed on schedule and within budget restraints.
2. Incumbent will contribute to and oversee the implementation of surveys, interviews, field investigations, qualitative and quantitative assessments, and analyze epidemiological and surveillance data related to assigned projects.
3. Assist and direct Tribal Health Program Support (THPS) staff to develop or revise materials regarding translational data issues. This will include development of health communications tools including but not limited to: manuals, patient education materials, reports, web pages or other written materials used by Nashville Area I/T/Us for the purpose of program development, health promotion/disease prevention or reporting health status.
4. In collaboration with THPS program leads, Incumbent will be responsible for developing and implementing quality assurance procedures.
5. Participate in tribal community and tribal public information efforts of initiated projects, including community based participatory activities.
6. Oversee and contribute to health promotion/disease prevention activities and projects that will address the health risks and disease burden in Tribal communities based on THPS reports.
7. Support comprehensive assessment throughout the Area to identify existing disease surveillance resources and needs for any additional resources.
8. Identify and coordinate work with staff from tribes, other tribal organizations, IHS, state health departments, federal agencies and outside agencies to coordinate and develop disease prevention activities.
9. Delegate responsibilities to other members of the project staff.
10. Contribute to final reports; design/create tables utilizing word processing, spreadsheet/database, and graphics software detailing surveillance data, outbreak investigations, and studies, including recommendations for action, and present report findings for tribal review and approval.
11. Gather descriptive data for use in grant applications and assists in grant writing activities.
12. Perform other duties as assigned by the Assistant Director THPS.

**Qualifications and Requirements:**
1. A minimum of a Master’s degree in Public Health from an accredited college.
2. Minimum of five years in a supervisory position.
3. Strong knowledge, skills and abilities related Word, Excel, PowerPoint, MS Access software, desktop publishing software, and ability to learn new software applications quickly.
4. Experience developing, implementing, and evaluating the effectiveness of health communication programs.
5. Cultural sensitivity and ability to work within the customs and traditions of various tribal groups.
6. Must possess excellent verbal and written communication and organizational skills.
7. Translational research experience in a public health setting preferred.
8. Ability to occasionally travel and work irregular hours.

Hiring preference shall be given to American Indians/Alaska Natives