

# OKLAHOMA CITY AREA INTER-TRIBAL HEALTH BOARD

## JOB VACANCY ANNOUNCEMENT

**Position:** Epidemiologist/Biostatistician  
**Location:** Oklahoma City, OK  
**Status:** Full-Time/Full Benefits

**Department:** Epidemiology Center  
**Reports To:** Tribal Epidemiology Center Manager

**Opening Date:** October 9, 2009

**Closing Date:** October 30, 2009

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**Job Duties:** Under the general direction of the Epidemiology Director. Works in collaboration with tribes, tribal programs, Indian Health Service (IHS), state and urban programs to develop and maintain surveillance related data collection, analysis, and interpretation to ensure comprehensive, quality health data are available and accessible to the Native American population in Kansas, Oklahoma and Texas. This information includes epidemiological analysis based on vital records, clinical data; participates in disease outbreak/cluster investigations; disseminates results of investigations, special studies, routine surveillance and analysis of health outcome data to tribes; and performs other related duties as required.

**Knowledge:** Must be able to apply advanced reasoning skills to problem solving and use basic and advanced mathematical skills; demonstrate professional knowledge of epidemiology research methods; and conduct epidemiological investigations of chronic and/or infectious diseases. Must be able to design/collect/retrieve epidemiological data, and perform statistical data analysis for the TEC director and tribes; and advise them of implications of the data for public health policy and determine health status outcomes in order to ensure that established program standards are met. Must be able to collaborate with tribes, tribal organizations, IHS, State health departments, federal agencies and other agencies to coordinate and develop epidemiology and surveillance activities. Implements 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. Demonstrate ability to use epidemiological data and prepare and review reports, tables, or publications that effectively and clearly provide an effective communication of the information.

**Skills:** Demonstrate knowledge and skills in medical informatics and the use of data sets in epidemiological methods. Must have and able to demonstrate excellent oral and written communication skills; presentation skills; decision making and time management skills; excellent problem solving skills; leadership and team building skills; ability to prioritize multiple projects; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with the public; maintain confidentiality; and computer skills and knowledge of technical and applicable software programs (Epi info, SAS, word processors, spreadsheets and presentation software) is required.

**Experience:** A master's degree in epidemiology or biostatistics from an accredited university; or master's degree in public health with specialization in epidemiology or biostatistics from an accredited university, is required. Minimum of three to five years of experience in applied epidemiology and project management. Experience with tribal organizations and/or not-for-profit agency is desired. Experience using a variety of computer programs (Epi info, SAS, word processors, spreadsheets and presentation software) a must. Grant writing experience is desired.

**Competencies:** Teamwork; effective communication; planning and organizing work; broad based analytical thinking; quality minded; initiative; and problem solving.

**Supervisory Authority:** None

**Travel:** In and out of state travel may be required in the fulfillment of job requirements and training.

**Equal Employment:** Except for Indian Preference, consideration will be made without regard to any non-merit factors such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, membership or non-membership in any employee organization.

**Reasonable Accommodations:** Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the OCAITHB.

**Conditions of Employment:** 1. Full-time grant funded appointment (Subject to grant continuation); 2. Applicants must possess and maintain a current State Driver's License; 3. Climbing, walking, standing, bending, and occasionally long hours.

### **Evaluation Methods**

An evaluation will be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking Knowledge, Skills, and Abilities (KSA) described below. This will determine the highly qualified applicants among the basically qualified eligibles. Measurement of possessions of the KSA's will be accomplished through review of the Application form, the Narrative Statement related to the KSA's, employment interviews and reference check results. You are highly encouraged to substantiate your responses to the assessment and questions when completing your application. Failure to substantiate your responses, exaggeration of your qualifications, or misrepresentation of your experience may result in a lower rating and consequently your chances of being considered for selection.

#### **Ranking KSA's:**

1. Mastery of communication principles, methods, practices and techniques, and skill in applying such mastery.
2. Professional knowledge of epidemiology concepts, principles, research methods; as well as experience in planning, implementing, monitoring, analyzing and evaluating all aspects of healthcare services delivery.
3. Knowledge and skills in medical informatics and the use of data sets in epidemiological methods.

4. Ability to meet, interact, and build positive work relationships with internal and external customers, tribes, organizations, groups, and individuals.
5. Skills in project administration and management.

**Application Procedure**

1. **Review the entire Job Vacancy Announcement** to compare your experience with the requirements of the position and identify required documents, if any.
2. **Review the specialized skills and experience** required for the position as stated in the Skills and Experience sections in the announcement. If you possess the skills and experience required, be sure this experience is described in your resume and application.
3. **Review the Evaluation Methods section and submit your narrative statements** as related to the KSAs with your resume and application.
4. **Mail Application, Resume and KSA narratives:** Oklahoma City Area Inter-Tribal Health Board, Attention: Ms. Diddy Nelson, P.O. Box 5826, Edmond, Oklahoma 73013. **ALL APPLICATIONS AND FORMS MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE.** All applications become the property of the Oklahoma City Area Inter-Tribal Health Board and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted.
5. **Faxed Application, Resume and KSA narratives:** Faxed application, resume and KSA should be sent to (405)951-3902. Attention: Ms. Diddy Nelson. Applicants are responsible for ensuring that application materials transmit successfully by the closing date. Vacancy Announcement Position Title must appear on the front page.
6. **Email Application, Resume and KSA narratives:** Application, resume and KSA should be sent as email attachment in Adobe PDF or formatted in a manner that will be transmit successfully to: [Diddy.Nelson@ihs.gov](mailto:Diddy.Nelson@ihs.gov). The Vacancy Announcement Position Title must be included in the subject line of the email. Required forms may be sent as email PDF attachments, faxed, or mailed as a hard copy. Application materials provided by different means must be cross-referenced so they may be easily combined. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.
7. **Additional Information Required with Application, Resume and KSA narratives:** Resumes and/or accompanying documents must contain all of the information listed below in sufficient detail to make a determination that the applicant has the required qualifications for the position. Applicants for some positions must meet certification, licensure, or registration requirements, if required by law, in addition to meeting work experience and/or educational requirements. Specifically, the information provided under high school, colleges and universities, work experience, and job-related training will be used to evaluate your qualifications for this position, in addition to your KSAs narratives.
  - a. Position Title of the job for which you are applying.
  - b. Full name, mailing address (with zip code), and day and evening telephone numbers (include area code).
  - c. Social Security Number.
  - d. Country of Citizenship.
  - e. High School – Name, City, State, (Zip Code, if known), and date of diploma or GED.
  - f. College and Universities Credit/Degrees – Name, City, State, (Zip Code, if known), Majors, Type and Year of any degrees received (if no degree show total semester or quarter hours earned).
  - g. Work Experience (paid and non-paid) – Job title, duties, accomplishments, employer’s name and address, Supervisor’s name and phone number, starting and ending dates, hours per week and salary.
  - h. Indicate if we may contact your current employer and supervisor.
  - i. Job-related training courses, skills, honors, awards, special accomplishments.
  - j. **Verification of Indian Preference** applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, “Verification of Indian Preference for Employment in BIA and IHS ONLY,” that he/she is an Indian as defines by Part 7, Chapter 3, “Indian Preference,” Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. **All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.**
  - k. If the applicant is a Veteran, a copy of all DD-214 forms, one for each period of service is required.
  - l. A copy of college transcript(s) or other education attainment, listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualifications Standards, copies of training certificates (non-college) must be submitted for appropriate credit.

**This position is in a Smoke-Free Environment**

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN STATUS, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of suitability for employment.