

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06412018

DATE POSTED: 06/13/16

POSITION NO: 243738

CLOSING DATE: 06/24/16

POSITION TITLE: Epidemiologist

DEPARTMENT NAME / WORKSITE: NDOH / Navajo Epidemiology Center / Window Rock, AZ

WORK DAYS: Mon-Friday REGULAR FULL TIME: GRADE/STEP: AC68A

WORK HOURS: 8:00 am to 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 65,249.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 31.37 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Epidemiologic functions including chronic disease and risk factor surveillance; collection, management and statistical analysis of data; training and technical assistance; and interpretation and dissemination of results to tribal stakeholders and scientific partners. Provide technical guidance to conduct infectious disease outbreak investigations, outlining methods, procedures, events, activities and results and making relevant recommendation; determine disease incidence and prevalence; evaluate measures to control disease outbreaks, including chronic diseases, environmentally caused diseases, injuries and disability. Maintain contact with federal, state, county and tribal agencies and potential funding sources as potential funding sources as potential partners or collaborators for relevant projects or activities; communicate with public health, medical and other professionals to encourage proper reporting and data sharing regarding diseases, injuries and other adverse health conditions; communicate with health care providers, social service agencies, schools, federal/state/local officials, and media regarding disease investigation, prevention and control; prepare, review and/or edit grant applications, reports and other documents; assist in the preparation of budgets, policies, procedures, resolutions, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Epidemiology, Public Health, Health Care Administration; and two (2) years experience in epidemiologic investigation or public health programs.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation. *(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicant's expense.)*

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of principles and practices of epidemiology; control and prevention of disease; disease surveillances; medical methods and practices used in control of a variety of diseases; prepare scientific research reports; statistical software analysis, program and data management. Skill in conducting scientific studies and investigations; analyzing and evaluating a wide variety of technical epidemiological data; planning, implementing and coordinating various research studies; verbal and written communications.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.