



POSITION DESCRIPTION

Public Health Specialist

REPORTS TO:	AASTEC Deputy Director
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM
FLSA STATUS:	Exempt (Full-Time)
SALARY RANGE:	DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

DESCRIPTION

The Public Health Specialist will support maternal and child health activities at the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC), with an emphasis on initiatives aligned with ERASE MM (Enhancing Reviews and Surveillance to Eliminate Maternal Mortality). The overarching goal of this work is to strengthen maternal and child wellness and prevent mortality.

DUTIES AND RESPONSIBILITIES

Key responsibilities will include, at a minimum, the following:

- Works in partnership with team members to implement project activities.
- Conducts routine communication and participates in meetings with tribal and external partners.
- Coordinates and provides logistic support for project-sponsored trainings and convenings.
- Supports the establishment and sustainment of a statewide maternal health taskforce.
- Contributes to the development and dissemination of culturally centered communications products.
- Supports and leverages partnerships for maternal health improvements.
- Assists with the identification of programmatic and policy barriers and/or facilitators for strengthening maternal health data and surveillance activities to inform maternal health and care improvement.
- Supports projects designed to improve access to and the quality of AI/AN data on maternal child health and related wellbeing factors to maximize their potential for use in local decision-making.
- Assists with data collection, entry, management and analysis.
- Assists with program evaluation and reporting activities.
- Provides technical support to the 27 Tribes in the AAIHB service area.
- Develops and maintains positive relationships with Tribal leadership and community members.
- Routinely collaborates with other AAIHB programs.
- Participates in collaborative learning activities and convenings with other tribes and tribal-serving organizations to share learnings, challenges, and successes.
- Displays professional conduct in all business dealings.
- Maintains confidential information.
- Performs related tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Proficient with Microsoft Office Professional.
- Demonstrated experience in working in collaboration with American Indian tribes.
- Awareness and keen appreciation of American Indian culture and sensitivity to cross-cultural differences, and ability to work effectively within their context.
- High organized and able to carry out all responsibilities of the position with minimal day to day supervision.
- Ability to organize and manage multiple priorities.
- Ability to communicate effectively orally and in writing.
- Proficient public speaking skills.
- Local travel is moderately required. Overnight travel outside of the area is occasionally required.
- Occasional training activities on the weekend.
- Awareness and keen appreciation of American Indian culture and sensitivity to cross-cultural differences, and ability to work effectively within their context.

QUALIFICATIONS

- Bachelor's degree in a health-related field. Master's degree in public health or related field preferred.
- Two years of experience in public health practice/community health preferred.
- Completion of background investigation is required as a condition of employment.
- Complete HIPPA certification within 30 days.
- Maintain a valid State driver's license and have ability to drive company-leased vehicle for company and project related business.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Position is eligible for a hybrid schedule (minimum two office days per week). Must be a New Mexico resident.
- Travel to tribal communities and some national travel will be required.
- Able to meet vaccination or testing requirements necessary to come in direct daily contact with staff and public.
- Work is performed in a typical interior/office environment and noise level is usually minimal.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.