



POSITION DESCRIPTION

Public Health Specialist

REPORTS TO:	AASTEC Epidemiologist
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 data activities related to STI (sexually transmitted infection) and overdose prevention at the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC). This includes harm reduction, testing, and treatment within the 27-Tribe AASTEC Service Area. Key responsibilities will include, at a minimum, the following:

DUTIES AND RESPONSIBILITIES

- Supports surveillance-related data collection, management, analysis, and interpretation to ensure comprehensive, quality health data are available and accessible to the American Indian/Alaska Native (AI/AN) population in New Mexico, Colorado, and Texas for use in local decision-making.
- Disseminates the results of investigations, special studies, routine surveillance, and analysis of health outcome data to tribes with culturally centered data products.
- Assists in the identification of data gaps and needs related to substance use and STIs and makes recommendations/plans to address them.
- Assists with program evaluation and reporting activities.
- Works in partnership with AASTEC team members to implement project activities.
- Conducts routine communication and participates in meetings with tribal and external partners.
- Supports and leverages partnerships for improvements related to substance use and STIs.
- Develops and maintains positive relationships with Tribal leadership and community members.
- Provides technical support to the 27 Tribes in the AASTEC service area related to data on substance use and STIs.
- Displays professional conduct in all business dealings.
- Maintains confidential information.
- Abides by the AAIHB policies, procedures and structure.
- Performs related tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Basic understanding of epidemiology and statistics to facilitate accurate data interpretation.
- Ability to communicate effectively orally and in writing.
- Ability to communicate public health and epidemiological concepts effectively to public health professionals and lay people.

- Proficient with Microsoft Office (Word, Excel, PowerPoint, etc.).
- Awareness and keen appreciation of American Indian culture and sensitivity to cross-cultural differences, and ability to work effectively within their context.
- Highly organized and able to carry out all responsibilities of the position with minimal day-to-day supervision.
- Ability to organize and manage multiple priorities.

QUALIFICATIONS

- Master's degree in public health or related field.
- Two years' experience in public health practice/community health preferred.
- Demonstrated experience in working in collaboration with American Indian tribes.
- 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 vehicles 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.