



Rocky Mountain Tribal Leaders Council

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Job Title: Health Data Analyst
Agency: Rocky Mountain Tribal Leaders Council
Reports To: Director, Rocky Mountain Tribal Leaders Council, Tech Phi
Classification: Full- time, non-exempt
Salary Range: \$21.99-\$24.62, DOE
Location: Billings, Montana
Opening Date: January 7th, 2018
Closing Date: January 21st, 2018
Starting Date: Immediately

How to apply: Applicants should send a cover letter, resume, and RMTLC job application to jobs@rmtlc.org
For application form and this job description, please visit: <http://www.rmtec.org/employment-volunteer-opportunities/>

Position Overview:

The RMTEC Health Data Analyst will assist with the implementation, data collection, data entry, cleaning and reporting of all projects at the Rocky Mountain Tribal Leaders Council, Epidemiology Center (RMTEC). The Data Analyst will work closely with T E C Director, Program Director and Senior Epidemiologists. The Health Data Analyst will assist with all RMTEC media and publications. Duties will be extended to administrative assistance including assisting with the RMTLC/RMTEC documents filing and reporting format and other projects as needed. The Health Data Analyst reports to Tech Phi Director.

Essential Functions:

- Assist with data collection, entry, cleaning and data reporting.
- Assist with data linkage project.
- Assist with training on statistical package to Tribal Health Personnel.
- Assist with organizing meetings and conference calls for RMTLC projects.
- Assist RMTLC in media publications.

- Drafts RMTEC programmatic letters, demonstrating a thorough knowledge of Professional Microsoft Office.
- Demonstrate phone ethics, able and willing to answer calls on behalf of RMTLC/RMTEC.
- Travel to Montana and Wyoming reservations and various out of state meetings/conferences is required.
- Under the supervision of the RMTEC Director, develop Disease Reporting all tribes in Montana and Wyoming.
- Work closely with other RMTLC and RMTEC staff to develop the quarterly newsletter/annual reports
- Development of a special report focused on Opioid Crisis in the Region at the end of one-year of service

Additional Functions:

- Work in a cooperative and professional manner with all RMTLC staff.
- Other functions as assigned by Tech Phi Director or RMTLC Executive Director.

Requirements/Qualifications:

- A minimum bachelor's degree in public health or Statistics or Equivalent and 2 – 5 years' experience working in public health. Master's Degree in Public Health preferred.
- Must be able to communicate effectively orally, in writing and deliver clear, effective public presentations with ability to respond to questions. Ability to conform to varied work schedule when appropriate, (i.e. weekends, emergencies, etc.) and be able to meet deadlines.
- Experience in data base development and management
- Experience working in tribal communities
- Develop and maintain effective working relationships with programs, departments, other organizations, and agencies
- Exhibit ethical and professional behavior in all facets of this position
- Work independently, with minimal supervision, in a team-based atmosphere
- Experience with social marketing and media development a plus
- American Indian/ Alaska Native preferred
- Veteran's preference will be considered

JOB CLASSIFICATION: Regular status, non-exempt, full-time position with a six-month probationary period.

Upon hiring, applicant must read, sign, and comply with the Rocky Mountain Tribal Leaders Council Policy and Procedures.

Working Environment:

Environmental Factors:

- Performs duties in a controlled, tobacco-free office environment.
- Must have valid driver's License and proof of vehicle insurance.
- Travel to Montana and Wyoming reservations and state meetings occasionally required.
- Employment period based on performance as well as duration of grants funding this position and successful application of new grants.

Statement of safe work practices:

As an employee of Rocky Mountain Tribal Leaders Council (RMTLC), you will be required to comply with all RMTLC's safety standards, RMTLC's policies and procedures, and all other applicable Federal, State, or Local safety laws and regulations as a condition of employment. This is a condition of employment in order to promote a safe working environment for all employees, contractors, and tribes. This will be accomplished through observation and enforcement of safe work practices, which include, but are not limited to:

- Keeping yourself informed of conditions affecting your health and safety;
- Participating in training programs, as required and as they become available to you;
- Adhering to healthy and safe practices in the workplace;
- Promptly reporting potential hazard(s) in the workplace;
- Promptly reporting any injuries or accidents to your supervisor;
- Properly using RMTLC's property/equipment and protecting it from damage or misuse;
- Respecting other RMTLC employees, contractors, and tribal employee rights to a safe environment.

At-Will Employment:

All employment with Rocky Mountain Tribal Leaders Council is At-Will Employment. While we strive to provide fulltime employment to all of our employees who desire, we make no guarantees, expressed or implied, to provide and guarantee number of hours of employment in a given week. Changing conditions in Federal and private grants make it impossible to predict the demand for our services and as a result, all of our offers of employment are offers of At-Will Employment.

Equal Opportunity Employer (EOE):

Within the scope of Indian preference (<http://www.bia.gov/cs/groups/xbie/documents/text/idc015515.pdf>) all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Age Discrimination in Employment Act (ADEA):

RM TLC, abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA):

RM TLC abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, RMTLC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.