

JOB ANNOUNCEMENT

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC. (AAIHB) Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC)

POSITION: Tribal Traffic Safety Specialist

REPORTS TO: Tribal Injury Prevention Resource Center (TIPRC) Program Manager

FLSA STATUS: Exempt (Full-Time)

LOCATION: Various, TBD

SALARY RANGE: \$50,000 - \$65,000 per annum (DOE)

BENEFITS: Annual Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

GENERAL DESCRIPTION:

The Tribal Traffic Safety Specialist is responsible for day to day implementation of objectives/activities aligned with Tribal Injury Prevention Resource Center at the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC). This CDC-funded program will provide technical assistance, training, resources and tools for tribes and tribal programs nationwide focused upon the prevention of motor vehicle-related injuries. This program has a national scope, therefore, candidates may be stationed anywhere in the U.S., performing activities remotely and/or in-person when feasible and appropriate.

MAJOR DUTIES:

- Plan, organize, coordinate, and implement project activities of the Tribal Injury Prevention Resource Center's (TIPRC);
- Develop, coordinate, and deliver trainings/webinars focused upon proven, evidence-based strategies for motor vehicle safety programs, as well as data collection and analysis, building partnerships, implementing interventions, evaluating interventions, marketing and safety messages, identifying funding sources, and drafting and passing occupant registrant legislation;
- Provide onsite and virtual technical assistance to tribal communities focused upon proven countermeasures and evidence-based strategies for motor vehicle injury prevention;
- Assist in the development of a project marketing plan and marketing/outreach activities designed to increase the visibility of the TIPRC throughout Indian Country to ensure maximum reach and impact;
- Conduct site visits to participating Tribes to coordinate the implementation of project activities;
- Ensure the efficient and confidential collection, compilation, management, and analysis of data;
- Assist with the design and development of project-related materials and resources (e.g., fact sheets, training curricula, toolkits, resource guides, brochures, and/or infographics);
- Assist in the writing of reports and evaluation activities;

- Attend relevant trainings to strengthen capacity in injury prevention and traffic safety;
- Develop and maintain positive relationships with tribal leadership and tribal program personnel;
- Develop and maintain positive relationships with all project partners;
- Perform additional tasks as assigned by management;

KNOWLEDGE REQUIREMENTS:

- Familiarity and/or experience working with American Indian/Alaska Native populations; Respect for and knowledge of traditional, cultural and spiritual practices of diverse American Indian/Alaska Native communities;
- Possess knowledge and understanding of the Four E's of Roadway Safety behavioral aspects of Transportation Safety;
- Possess knowledge and understanding of behavioral effective strategies in motor vehicle injury prevention including but not limited to child passenger safety, seat belt use, and impaired driving prevention;
- Possess knowledge and understanding of project planning, implementation, partnership development and evaluation of effective strategies.

QUALIFICATIONS:

- Minimum Bachelor's degree in community/public health, health education, or related field;
- Two years of experience working in the field(s) of public health, health promotion/disease prevention, community health education, health research or relevant field;
- Two years of experience working with tribal communities or tribal organizations;
- (40% of employee time), must be able to travel to multiple sites throughout the U.S. to provide training, technical assistance and participate in meetings;
- Able to operate a motor vehicle and have a valid State driver's license;
- Must have reliable internet access and cell phone service;
- Completion of background investigation is required;
- Ability to communicate effectively orally and in writing;
- Extensive organizational, planning, and coordinating skills;
- Ability to work independently and as a program team member;
- Ability to establish and maintain cooperative relations with a wide range of individuals and organizations at every level (Tribal Councils, Indian Health Boards, Committees, individuals, healthcare providers/administrators, public and/or private agencies).

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed remotely and/or typical interior/office environment;
- Talk, hear, sit, stand; use of hands to handle objects, equipment, controls and reach with arms and hands;
- Noise level is usually minimal;
- Travel including overnight stays as needed;
- Drive company-leased vehicle to communities served by AASTEC/AIHB.

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.

TO APPLY FOR THIS POSITION: Send CV/Resume, list of three professional references, salary requirements and cover letter to dpeterson@aaihb.org or regular mail to: Delrae Peterson, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place NE, Albuquerque, NM 87110. No phone calls. For best consideration, please forward all application materials by July 31th, 2020.