



**Human Resources**  
**P.O. Box 400**  
**Okmulgee, OK 74447**

**POSITION:** Epidemiologist-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-19-96

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of this position is to carry out a range of analytical epidemiologic activities related to the surveillance, detection, and prevention of diseases and injuries. Incumbent works as a team or project lead conducting routine epidemiologic functions comprising surveillance, data collection, data analysis using basis epidemiologic methods and epidemiologic investigations. This is an exempt position as applicable to the provisions of the FLSA.

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**REQUIREMENTS:** Candidates must meet the following requirements:

Doctorate Degree in Epidemiology is preferred, but a Master Degree in Epidemiology, Biostatistics, or Public Health with specialization in epidemiology or biostatistics is required. A minimum of three to five years' experience in applied epidemiology and project management. Experience using a variety of computer programs (Epi info, SAS, word processors, spreadsheets, and presentation software) a must. Grant writing experience is desired.

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**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Must be able to apply advanced reasoning skills to problem solving and use basic and advanced mathematical skills.
  2. Must demonstrate professional knowledge of epidemiology research methods; and conduct epidemiological investigations of chronic and/or infectious diseases.
  3. Must be able to design/collect/retrieve epidemiological data, and perform statistical data analysis for MCNDH and our grant programs; and advise us of implications of the data for public health policy and determine health status outcomes in order to ensure that established program standards are met.
  4. Must be able to collaborate with departments, committees, and all levels of Health leadership to coordinate and develop epidemiology and surveillance activities internal and external to MCNDH.
  5. Must demonstrate the ability to use epidemiological data and prepare and review reports, table, or publication that effectively and clearly provide and effective communication of the information.
  6. Must be able to translate staff's needs into statistical practice.
  7. Must demonstrate excellent verbal and written communication skills.
  8. Must exhibit a high degree of motivation and work effectively within a group setting while handling time management of multiple simultaneous projects.
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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://www.creekhealth.org) . (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.