



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: Oct. 26, 2021 **Closing Date: Open until filled**

PROGRAM EVALUATOR

Annual Salary: \$47K-\$49K (DOE) **Benefits: Medical, Dental, Basic Life & 401(k)**

Under the direction of the Tribal Public Health Infrastructure Program Manager the Program Evaluator is responsible for providing training and technical support to ITCA health programs and Tribal partners. Will evaluate the effectiveness of its Public Health Infrastructure programs. This position will collect and analyze program data, interpret findings, and suggest program changes. Timely and regular attendance to work and work-related events is an essential function of this position.

DUTIES AND RESPONSIBILITIES: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Monitoring program objectives, measures, outputs, and outcomes.
- Monitor and evaluate collection and quality improvement initiatives
- Design and develop data collection and program evaluation tools
- Manage and upgrade current databases in use
- Conduct routine analysis on program process and outcome data
- Involve in design, evaluation, and reporting on program implementation
- Provide evaluation related technical assistance to tribal partners individually and in group through site visits, conferences, and seminars
- Collect, store, transfer and clean data using Excel, EpiInfo, SAS, or R from a variety of public and confidential sources.
- Draft written reports and presentations related to evaluation process and findings
- Travel within and outside of the Indian Health Service Phoenix and Tucson Service area (Arizona, Nevada, and Utah) to Tribal partners to conduct trainings, attend meetings, and provide technical assistance as requested.

KNOWLEDGE, ABILITIES AND SKILLS:

- Proficiency in Microsoft platforms including Excel, Outlook, and PowerPoint. Must be willing to learn other software and update skills as needed
- Strong communication skills to provide clear and concise written/verbal reports
- Strong ability to understand the context of a program and how it affects program planning, implementation, outcomes, and evaluation
- Able to independently organize work while working on numerous evaluation projects; prioritizing tasks; planning ahead; following through to complete assignments in a timely, complete, and accurate manner

Education Requirements and Experience:

MPH/MS with a concentration in Monitoring and Evaluation/Epidemiology/Biostatistics plus two years public health evaluation experience. Valid Arizona driver's license and submit to a background check.

Relocation expenses not available.

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community
Cocopah Indian Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Indian Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab Band of Paiute Indians
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
San Juan Southern Paiute Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe