Position Description

Job Title: Infectious Disease Public Health Advisor
Location: Mashpee Tribal Offices
Reports to: Emergency Management Director
Department: Emergency Management
Status: Contract Position through 6/01/2021
Salary Range $88,276.00 - $93,973.00

JOB SUMMARY:

The Mashpee Wampanoag Tribe Emergency Management Department (MWTEMD) seeks to hire an Infectious Disease Public Health Advisor as a contractor to provide assistance in the improvement of infectious disease related public health activities within the Mashpee Wampanoag Tribe.

The Infectious Disease Public Health Advisor will investigate diseases and epidemics for the Mashpee Wampanoag Tribe Community. The public health advisor will work closely with the Mashpee Wampanoag Tribe Epidemiologist, Mashpee Wampanoag Health Service Unit, collaborate with county and state public health departments, Tribal staff and support Tribal patients, family members and community members. The public health advisor will work to determine if there are similarities between people infected with a certain disease, with a focus on SARS-CoV-2 (the virus that causes COVID-19). The selected candidate will gather information about how many people in a given area are affected by a certain disease process, in particular COVID-19.

The public health advisor reports their findings back to the Mashpee Wampanoag Tribe Emergency Management Department. This information is helped to guide policy making, planning and research to prevent spread of infection, in which the public health advisor will be responsible for assisting with administering.

The public health advisor will be involved in patient education or community education in an effort to prevent spread of disease. The public health advisor will be involved in creating new public health initiatives to further improve the health of the Tribal population. The public health advisor will create and deliver educational sessions to patients, Tribal Leadership and Tribal Community members. The public health advisor will inform the Tribal community about the risks of certain illnesses such as COVID-19 and how to prevent exposure. This position may be involved in training health care workers in the diagnosis and treatment of certain illnesses such as COVID-19. All duties and functions during contract period will be held in compliance with the Centers for Disease Control and Prevention (CDC) grant requirements.
DUTIES and Responsibilities (these are a general summary and not all inclusive)

- Interviewing patients and Tribal community members
- Gathering demographic data on afflicted individuals
- Providing patient and community education
- Preparing reports of findings to provide to Emergency Management Department
- Collaborating with Emergency Management Department on policy initiatives
- Managing, establishment of Tribal public health programs
- Evaluating Tribal public health programs
- Providing assistance to the Mashpee Wampanoag Tribe in relation to disease investigation and control
- Serve as a Special Advisor developing and formulating new programs and initiatives that are in accord with CDC public health program goals, objectives and policies.
- Manage and analyze needs and opportunities against CDC program strategic objectives and advise on how best to deliver Tribal public health services that reflect National standards and Mashpee Wampanoag Tribe policies and regulations for such programs.
- Work with Emergency Management Department on the Program budget and present and defend resource requirements needed to carry out the office's long-term goals and objectives.
- Oversee the overall planning, directing and timely execution of several program segments with a strong focus on COVID-19 pandemic.
- Provide supervisor(s) and potential staff with direction and advice regarding policies, procedures and guidelines.
- Consult with other public health advisors, infectious disease specialists, health officials, senior program officials and other potential government agency officials regarding the integration and coordination of activities and resources in support of public health protection, disease prevention and health promotion and Tribal community protection services that may be available throughout the country for grants, contracts and cooperative agreements.
- Prepare correspondence on research, medical, program and management issues.
- Responds to infectious disease emergencies on 24-hours/7 days a week basis by determining appropriate control methods in order to alleviate the crisis.
- Responds to general questions from the Tribal Community, public health partners, department heads, Tribal Council, etc. about communicable diseases affecting the public health and communicates the risks, prevention, and control measures associated with communicable diseases.
- Other duties as assigned.
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the qualifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least (18) eighteen years old.

**Required Qualifications:**

- Knowledge of the principles and practices of infectious diseases, outbreak preparedness and response, emerging pandemic epidemiology, general immunology, biology and disease processes.
- Demonstrated familiarity of infectious diseases, outbreak preparedness and response, emerging pandemic epidemiologic research methods and techniques.
- Proven knowledge of the methods of statistical and scientific report writing including the ability to prepare and use charts and diagrams.

**Preferred Qualifications:**

- Aptitude in adjusting to changing situations to meet emergency or changing program requirements, and follow-up to ensure that higher priority cases are followed up first and in greater detail than less urgent cases.
- Skilled in eliciting sensitive and confidential information.
- Able to work well independently.
- Proficiency using statistical analysis software, such as Stata, SAS, or R as well as Microsoft Programs including Access, Excel, PowerPoint and Word

**Education/Experience:**

Applicants must have at least (A) four (4) years of full-time, or equivalent part-time, professional or technical experience in infectious diseases, outbreak preparedness and response, emerging pandemic and (B) of which at least one (1) year must have been in a professional capacity or (C) any equivalent combination of the required experience and the substitutions below.

I. A Bachelor’s degree with a major in health administration, public health or a relevant field, or other health-related field may be substituted for a maximum of two (2) years of the required (A) experience.

II. A Master’s degree with a major in, health administration, public health or a relevant field, or other health-related field may be substituted for a maximum of three (3) years of the required (A) experience and one (1) year of the required (B) experience.*
INDEMNIFICATION

The Contractor shall indemnify and hold harmless The Mashpee Wampanoag Tribe against any and all liability, loss, damages, costs, or expenses for personal injury or damage to real or tangible personal property, arising out of or in connection with services performed under the terms of the Agreement.

POTENTIAL AGREEMENT PROVISIONS

Contractor is not eligible for any Mashpee Wampanoag Tribal benefits, including: Workman’s Compensation, health and/or dental insurance, life insurance, unemployment compensation or retirement benefits.

Contractor is responsible for all appropriate local, state and federal income taxes and for payment thereof. For the purpose of income tax reporting, The Mashpee Wampanoag Tribe Emergency Management Department will issue to the Contractor, a 1099 Form.

Contractor will be held accountable to the applicable Commonwealth Terms and Conditions.

Performance reviews will be conducted to ensure the contracted work has been completed by their supervisor.

Additional Requirements:

Comprehensive Background Check - The background check will also be used to evaluate an applicant’s character, integrity and trustworthiness as it pertains to the sensitive nature of the tribal area to be protected.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., and Section 472)

Interested candidates should email resume or questions to; Nelson.Andrewsjr@mwtribe-nsn.gov