



TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS

HIGHWAY #5 WEST
P.O. BOX 900
BELCOURT, ND 58316

(701) 477-2600
Fax: (701) 477-7323
Website: www.tmbci.org

Position: Community Research Liaison

Job Classification: Full-Time Regular (Grant Funded)

Location: Tribal Nations Research Group

Supervision: Tribal Nations Research Group

Salary: TBD

Opening Date: **Closing:**

General Statement of Duties:

The incumbent will be responsible to create a platform to bring together Tribal communities and health researchers, from multiple disciplines, to work together in the development of cutting-edge trans-disciplinary research that will address the significant health disparities experienced by American Indians in the tri-state region. The incumbent will work toward the development of a tribal research infrastructure to work in collaboration with partners from throughout the Turtle Mountain Community.

Qualifications:

1. Minimum of a Bachelor's Degree in a healthcare, education, or social science field from a regionally accredited institution; Master's degree referred.
2. Must show demonstrated experience in managing projects, activities or events.
3. Minimum of 3 years demonstrated research experience
4. Knowledge of current trends, rules, and regulations as it pertains to research conducted in Tribal communities.
5. Willingness to take on new projects and lead initiatives.
6. Experience working with grants.
7. Veterans Preference for qualified applicants or Equivalent combination of Education and Experience.
8. Excellent oral and written communication skills.
9. Work independently, ability to organize, plan and meet deadlines.
10. Must have reliable transportation and a physical examination.
7. Must provide a copy of a valid Driver's License and valid Vehicle Insurance.
8. Subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Executive Resolution E-235-97.
9. Must adhere to all State and Federal Confidentiality and Privacy Act Rules and Regulation.
10. Will be required to complete and pass a Drug Test upon selection.

Major Duties and Responsibilities:

1. Assist with planning, organizing, and hosting an annual tribal research summit.
2. Work with a Tribal Community Advisory Group comprised of community leaders, parents, elders and healthcare providers.
3. Provide feedback and interpretation on qualitative and quantitative analyses to set American Indian health priorities.
4. Provide ideas to inform education and dissemination plans.
5. Provide feedback on evaluation of program activities and interpretation of findings.
6. Collaborate on writing and dissemination of reports and materials.
7. Gather existing epidemiological data and host focus groups to discuss community health issues and to identify health priorities.
8. Participate in CRCAIH conference calls, meeting and annual summits.
9. Provide quarterly written and verbal reports to all parties on progress in meeting CRCAIH goals and plan.
10. Participate in CRCAIH trainings, as available and applicable.
11. Work with each CRCAIH division and core to help achieve CRCAIH stated goals and objectives.
12. Meet formally and informally with tribal leaders, tribal health, and other American Indian health stakeholders to ensure tribal representatives have a venue to provide input and guidance to research design, activities, and give feedback on CRCAIH processes.
13. Assist in the development of a data management system, including the development of policy and procedures.
14. Assist in creating marketing tools (newsletter, flyers, brochures etc.) and distribute using the appropriate mechanism.
15. Catalog an inventory of past and current research projects and publications within the TMBCI community.
16. Utilize software to manage and organize grants, research, and studies that pertain to the tribe's health and wellbeing, for example, water studies, studies that are stored at CRST Central Records, data that is presently being conducted, etc.
17. Assist Research Director Tribal Nations Research Group in activities pertaining to the development and dissemination of community surveys.

How to apply: (Submit Completed Application to)

Personnel Department
Turtle Mountain Band of Chippewa
PO Box 900
Belcourt, ND 58316

Also submit **copy of unofficial transcript** of degree attained and training certificates, background check, Indian Preference, etc. (if applied). **Points in screening will be given only for documentation attached.**

For more information

For more information you can call Brittany Poitra at (701) 477-2615.

Indian Preference Statement

Candidates for employment shall be hired, trained and promoted without regard to race, color, religion, sex, national origin, age or personal, political or religious beliefs. However, preference shall be given to equally qualified candidates who are TMBCI enrolled members or other enrolled members.

1. Enrolled Member Veteran (10 points to be given to qualified applicants who are enrolled member veterans in screening process as follow: (see definitions)
2. Enrolled Member
3. Other Tribal Member Veterans
4. Other Tribal Members

Veteran Preference

Veterans and eligible spouses of deceased will receive special consideration for initial appointments for all positions being filled by the TMBCI. The intent of this policy is to promote and bring deserved services and benefits to our veterans for the personal sacrifices they have made. To be considered for a preferential treatment under this policy, candidate(s) must submit copies of verification documents to Personnel Office along with the employment application for eligibility determination purposes. An acceptable verification document is the discharge of transfer report form DD214.