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Public Health Solutions

District Health Department

Serving Fillmore, Gage, Jefferson, Saline, and Thayer counties.

Job Description: Epidemiology Surveillance & Data Coordinator

JOB SUMMARY:

The Epidemiology Program supports many departmental programs with data and information gathering. This position will collect, analyze, and disseminate data from various sources to help determine priority needs. When there is a communicable disease outbreak, the Epi Coordinator will help collect and analyze case investigation information. Works under general supervision to develop disease response and implement public health program activities. Works in cooperation with staff from all public health disciplines to achieve department goals and priorities. Travels and performs duties at whatever time is necessary to perform the job described.

PRIMARY JOB DUTIES:

- Maintains effective disease surveillance and reporting. Communicates meaningful and timely information to colleagues, community partners, and health providers.
- Researches and analyzes patterns of health and disease in populations, including biological, environmental, behavioral and social factors underlying disease and health patterns.
- Provides epidemiology consultation to health, housing, and human service professionals. Helps to provide expert subject matter on communicable, environmentally acquired, and chronic disease investigations.
- Provides information for planning, implementation, and evaluation of public health programs and policies; and for establishing priorities and goals related to prevention and/or reduction of disease.
- Participates in the development of local prevention, response strategies, evaluations, grant applications, and other strategic work as necessary.
- Supports the department during disease outbreaks or emergency situations that may require non-standard work hours including evenings, weekends, and holidays.
- Contributes to local planning and policy decisions as a subject matter expert that helps define appropriate preventions for and responses to epidemic disease.
- Professional representation of Public Health Solutions to the public.
- Prepares and presents both oral and written educational reports to staff, boards, committees, students, professional organizations, and the general public.
- Maintains confidentiality particularly as it relates to HIPAA. Complies with licensure requirements and department policies and procedures including a drug and smoke free workplace.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of epidemiology and its application in health, housing, and human services.
- Knowledge of basic epidemiology practices including social determinants of health as drivers of outcomes.

- Knowledge of disease epidemiology including specific understanding of chronic, infectious, or environmentally associated diseases.
- Skill in the use of computers and technology including statistical software or other analysis tools.
- Skill in collaborating with health and non-health providers as well as other stakeholders.
- Skill in analyzing, interpreting, and presenting data.
- Ability to lead, especially when investigating an outbreak or making recommendations for public or professional actions.
- Communicate and cooperate within an organization to attain team goals and objectives.
- Understanding the inter-relatedness between public health programs, other outside agencies and organizations and the unique role of local public health departments.
- Ability to relate to all population groups and provide culturally competent service.
- Knowledge of public health problems and the social and economic factors that contribute to them.
- Ability to present information effectively both orally and in writing.
- Team oriented work style and ability to work with minimal supervision.

REQUIREMENTS:

EDUCATION: Degree in public health, epidemiology, biostatistics, environmental health, or other health sciences field. Additional training and experience in the application of epidemiological principles and practices is preferred, including surveillance, investigative techniques, implementation and control measures, evaluation measures, and system design and implementation.

EXPERIENCE: At least three years of experience in the public health field is desired. Any combination of education and experience that equips an individual to perform the duties outlined will be considered.

OTHER: A valid driver's license, reliable transportation and automobile insurance are required. This is a full-time position based in the PHS Crete office, but, must be willing to travel and spend some evenings and weekend hours in job related activities. Ability to speak both English and Spanish preferred but not required.

COMPENSATION:

Initial compensation range of 41,000 to \$50,000 will be commensurate with education, experience, and qualifications for the job.

CLOSING DATE:

August 14, 2020 or until the position has been filled.