



## **Two Rivers Public Health Department Job Description**

**Job Title:** Epidemiologist

**Revised Date:** April 22, 2020

**Reports to:** Health Director

**Scope of Authority:** Epidemiologist is responsible for supervising personnel as assigned by Director.

**Fair Labor Standards Act Status:** Regular, full time, exempt, does NOT qualify for overtime pay.

**Security/Access:** Employee will be issued picture identification and department credit card.

**Job Summary:** Responsible for a variety of assignments which include but are not limited to: exercising responsible technical and professional work conducting advanced epidemiologic analytics and consultative work in community health assessment, surveillance, detection and prevention of diseases, environmental exposure and injury;; implement operating procedures of the Director, communicate and coordinate with various community organizations, and oversee aspects of Two Rivers Public Health Department (TRPHD) operations as assigned by Director. Assures that Department business is conducted in a professional manner in conformity with current standards of affiliation, current medical standards, HIPAA, Fair Labor Standards Act, Equal Employment Opportunity requirements, Internal Revenue Codes and Nebraska State Statutes. Develops positive community relations by promoting public awareness and understanding, as well as appreciation of Department programs and philosophy.

Work involves participating and helping to facilitate a team of professional, technical, and support staff engaged in developing and conducting community health assessments and surveillance to monitor health status, environmental exposures and to identify trends or outbreaks of diseases or other adverse health events; providing data and information to reduce adverse health effects and propose evidence informed practices or policies to promote and protect public health; providing efficient and effective public health epidemiology assessment, surveillance and analytical services. Working collaboratively with staff. Work requires considerable independent judgement and advanced knowledge of applied epidemiology for public health practice. General supervision is received from the Health Director with work reviewed in the form of conferences, reports submitted, and results achieved.

### **Preferred Education and Experience:**

- A Master's degree in Public Health from an accredited educational institution or education in a closely related field and/or a combination of education and prior management and public health experience with significant coursework in epidemiology or biostatistics.
- Knowledge of the use of computers, database building and maintenance, and statistical analysis software such as REDCap, SPSS, EPIINFO in the collection of and analysis of data.

**Required Education and Experience:**

- Graduation from an accredited four-year college or university with major coursework in public health or related science and some experience in social research and statistics; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.
- Thorough knowledge of the principals of Public Health and a commitment to the philosophy and mission of TRPHD.
- Experience and familiarity with education opportunities and available services in the TRPHD seven county service area.
- Demonstrate sound fiscal accountability.
- Knowledge of research and survey methods.
- Experienced in planning, organization, program development and evaluation.
- Experienced in grant writing.
- Knowledge and experience in personnel management.
- Public speaking experience; ability to write and speak effectively
- National Incident Management System (NIMS) compliant within 6 months of employment.
- Proficient in Microsoft Office computer applications and data base applications.
- Ability to operate standard office equipment including but not limited to computers, printers, copiers, scanners, calculators, facsimile machines and telephone systems.
- Valid driver's license and proof of personal driver's insurance required. Ability to utilize own transportation for work purposes on occasion.
- Ability to travel within the TRPHD seven county service area. Further distances on occasion.
- Ability to work well with diverse groups in the public sector and demonstrate cultural awareness and sensitivity.
- Bilingual (English/Spanish) verbal and written skills a desirable skill.

**Duties and Responsibilities:**

- Performs moderately difficult and complex assignments in a wide variety of epidemiology and biostatistics work such as the preparation of project outlines, selection of data sources, report writing, survey preparation, or special research projects
- Gathers and correlates preliminary epidemiology data and information; analyses and interprets routine or moderately difficult data
- Prepares and distributes public health information which accurately assesses the health status of the citizens of TRPHD.
- Makes analyses, investigations and preliminary determinations and recommendations on current epidemiology problems, writes reports, and correspondence pertaining to each phase of the work as assigned.
- Conducts communicable disease surveillance and containment activities in compliance with the State of Nebraska Department of Health and Human Services (DHHS) contracts, including phone

interviews with clients, contact tracing when needed, computerized reporting, obtaining medical records, and seeking recommendations from DHHS and healthcare providers of clients.

- Implements program objectives in collaboration with Director
- Manage community outreach efforts and public relations with healthcare providers, hospitals, schools, childcare providers, laboratories, and community partners.
- Develop and conduct public presentations regarding varying topics related to public health, wellness and safety upon request.
- Participate in community collaborative and partnership efforts.
- Provide referrals to appropriate community agencies as needed.
- Identify barriers in health care access and assist in elimination of such barriers.
- Demonstrate sound fiscal accountability.
- Search for funding opportunities and develop, submit, and implement grants, budgets, and contracts with various funders.
- Comply with work plans, reporting requirements, and timelines per grant and/or contracts in an accurate and timely manner.
- Compliance with all TRPHD policies and procedures.
- Participation in assigned internal staff committees.
- Participation in required TRPHD trainings.
- Participate in performance management, activities to sustain a culture of QI within TRPHD and department accreditation efforts.
- Maintain strict confidentiality of sensitive information in accordance to HIPAA regulations.
- Able to work some evenings and weekends when needed.
- Represent TRPHD in a professional manner when out in the community in a variety of settings.
- Assist with emergency response efforts to disease outbreaks and/or disasters when requested.
- Other duties as assigned.

**Basic Skills and Abilities required:**

- Ability to establish and maintain effective working relationships with coworkers, administrative support organization, elected and appointed officials, representatives of other governmental units, private industry and members of the general public.
- Readily assumes responsibility.
- Ability to communicate effectively and articulate both orally and in writing.
- Ability to think strategically.
- Ability to organize, analyze, and interpret technical information.
- Ability to organize tasks, establish priorities and meet established deadlines.
- Ability to exercise objective judgment.
- Ability to sit, walk, stand and drive; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk, stoop, kneel, crouch or crawl. The employee must be able to lift and/or move 50 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision,

depth perception and ability to adjust focus. The employee must be able to demonstrate physical fitness activities.

- Ability to work in a smoke/tobacco-free and drug-free work environment.

This position qualifies for exempt status as defined in the Fair Labor Standards.

The position of Epidemiologist requires a 30 day notice of termination.

I have read the above job description and agree to carry out the responsibilities described therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_