# JOB DESCRIPTION

## POSITION

**POSITION TITLE:** EPIDEMIOLOGIST (Durational)

**DEPARTMENT:** Community Health

**REPORTS TO:** Assistant Director of Health

## DESCRIPTION

### POSITION SUMMARY
The Epidemiologist provides data collection, management and analysis expertise to assist the department in evaluating public health outcomes, risk factors and populations at risk. This position supports periodic community health assessments and tracking of health improvement goals and objectives and regularly provides reports on various health indicators, including those specific to the COVID-19 pandemic. This position also contributes to agency program evaluation.

### ESSENTIAL JOB FUNCTIONS:

- Provide leadership for data collection and analysis in support of community health assessments and other surveillance reports
- Research, compile and analyze data on health indicators of interest to the District
- Design and conduct evaluation of community health programming and other public health initiatives
- Conduct communicable disease surveillance
- Assist in outbreak investigations
- Oversee survey development, implementation, analysis and reporting
- Assist in database development and maintenance
- Provide regular updates and summary reports on surveillance data
- Serve as the liaison with State and other organizations who collect and or possess data of interest to the Health District
- Periodically participate in grants research and proposal writing
- Participate in emergency preparedness trainings and drills as needed
- Participate in student education programs
- Perform other related duties as required.

### Additional Requirements:

- Possession of a current Connecticut Motor Vehicle Operator’s License with access to a motor vehicle that can be used on Health District business and current motor vehicle insurance coverage
- Testing for substance abuse, a medical certificate, and/or a criminal background check may be required as part of the employment process.
SKILLS:

- General knowledge of public health, local public health practice, community health assessment methods, program planning and community and coalition organizing practices.
- General knowledge of public health systems and interaction of health system; familiarity with public health accreditation and the 10 Essential Services of Public Health
- Knowledge of chronic disease risk factors and processes
- Knowledge of social epidemiology
- Considerable ability to communicate ideas effectively both orally and in writing
- Exceptional organizational skills
- Computer proficiency required in the areas of Microsoft Word, Outlook, PowerPoint, Publisher, with proficiency in internet/web and social media.

ADDITIONAL DUTIES:

- May be required to work evenings and weekends.
- May be required to attend night meetings
- May be required to participate in professional education and training

COMPETENCIES REQUIRED

CORE COMPETENCIES REQUIRED:

Analytical and Assessment Skills
- Ability to evaluate the health status of individuals and populations to be served
- Make evidence-based decisions using data and other information
- Apply ethical principles in the use of data and information

Policy Development/Program Planning Skills
- Thorough knowledge of current public health principles, practices and procedures
- Ability to implement, supervise and evaluate policies, programs, and services
- Ability to implement strategies for continuous improvement

Communication Skills
- Ability to communicate effectively and prepare written records and reports
- Assesses literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency

Cultural Competency
- Recognizes the diversity in the Health District’s member towns
- Understands the influence of population diversity on programs, policies, and services
- Addresses population diversity in policies, programs and services
- Assesses the effects of policies, programs, and services on different populations served

Community Dimensions of Practice Skills
- Identifies, collaborates with and facilitates collaboration with community partners to promote the health of individuals, families and communities
- Engages community members and solicit their input for programs policies and services

**Public Health Sciences**
- Knowledge of communicable disease diagnoses, spread, containment and treatment options and use of vaccinations for prevention.
- Uses research findings and evidence in developing, implementing, evaluation and improving policies programs and services

**Financial Planning and Management Skills**
- Considers safety, effectiveness and cost in the planning and delivery of public health service
- Uses available resources to ensure the maximum possible health benefit to the population served

**Leadership and Systems Thinking Skills**
- Ability to instruct others on health care methods, practices and techniques
- Incorporates ethical standards of practice into all interactions
- Advocates for the role of public health in population health
- Contributes to continuous performance improvement

**EDUCATION AND EXPERIENCE REQUIRED:**
- Master’s degree in Public Health with major studies in biostatistics and epidemiology.
- Experience in community health, health promotion, and disease surveillance
- Experience with data collection, management and analysis software

**PHYSICAL AND MENTAL CONDITIONS/WORK ENVIRONMENT:**

*Note: Reasonable accommodations will be considered under the Americans with Disabilities Act (ADA) as it may be amended from time to time. This list is not all inclusive and may be supplemented as necessary to account for changes in essential functions and/or changes in the work environment.*

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to reach and bend, and push/pull or lift objects less than fifty pounds.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving. Ability to discriminate between colors.
- Ability to hear normal sounds with background noise as in hearing/using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records and make mathematical calculations using a calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to
• Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. May be exposed to body fluids, infectious or contagious disease, hazardous waste material, toxins and/or poisonous substances.
• Ability to properly don and doff protective clothing or gear.

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Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

EEO Statement
The Central Connecticut Health District is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.