



OPEN POSITION

Epidemiologist

The position of Epidemiologist is now open for applications of interest. This posting will remain open until **July 31st**.

The position involves the ability to conduct epidemiologic investigations used in preventing and controlling specific communicable and chronic diseases, injuries, and other health conditions and in planning health programs.

Other duties include, but are not limited to: collecting and analyzing important information about public health and the behavior of disease; identifies surveillance data needs and implements/revises surveillance systems; reports on key findings; makes oral presentations; collects and tracks data for the strategic plan, quality improvement plan, community health improvement plan, and performance management plan.

Qualifications: Masters degree in public health (MPH); or master's of science degree in public health (MSPH) with a focus on epidemiology or analysis/assessment; or Bachelor's or other non-epidemiology professional degree without formal academic epidemiology training and with 2 or more years experience performing epidemiology work under the guidance of a senior epidemiologist.

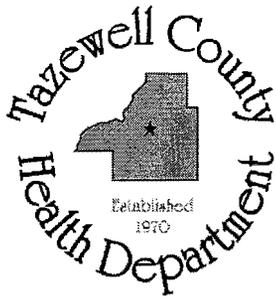
Strong knowledge of Microsoft Office or word processing programs.

Hours: Monday – Friday, 8:30 a.m. -4:30 p.m., some evenings and weekends, possible holidays.

Salary Grade 15: \$22.00/hr.

Internal candidates interested in the position may indicate interest in writing, according to the TCHD Personnel Policy Handbook. Refer to No.116, Policy – Job Posting and Employee Referrals, Page 13, Paragraph 4. Job description available upon request. All others please submit a resume to Amy Fox at the email below.

Submit to Amy Fox, Tazewell County Health Department, 21306 Illinois Route 9, Tremont, IL 61568, afox@tchd.net (309)925-5511, ext.221, no later than July 31st, 2017



Tazewell County Health Department

Job Description

Job Title: Epidemiologist
Department: Office of Planning, Policy, and Information
Reports To: Administrator
Job Status: Full-time
Grade: 15
Prepared By: Karla Burress
Approved By: Amy Tippey
Approved Date: 8/15/12

Summary: Conducts epidemiologic investigations used in preventing and controlling specific communicable and chronic diseases, injuries, and other health conditions and in planning health programs. Collects and analyzes important information about public health and the behavior of disease. Researches in areas such as life-threatening diseases that are considered infectious or medical conditions that have occurred as a result of exposure to environmental pollutants. Supports the organizations vision in all programs and activities.

Essential Duties and Responsibilities:

Other duties may be assigned.

- Assist with communicable disease investigations and outbreaks. Assists with onsite review of facilities and procedures; interviewing patients, health-care providers, and others involved. Assists in collecting of data from local agencies and/ or other health entities.
- Establishes scientific and technical methods and practices to identify and evaluate a wide range of health conditions within an assigned program area to recognize public health problems pertinent to the population and determine feasibility of and approach to epidemiologic investigations.
- Performs analyses by using statistical techniques commonly employed in epidemiologic evaluations to interpret and analyze data.
- Identifies surveillance data needs, implements new or revises existing surveillance systems, reports key findings from the surveillance system and supports evaluation of surveillance systems.
- Participates in writing grants and other funding proposals.
- Participates on internal and external committees and workgroups related to areas of expertise.
- Conducts literature reviews and assists in preparing reports from analyses of surveillance data, literature reviews, and other information. Follows direction from senior scientists and integrates other perspectives.
- Makes oral presentations to diverse audiences, both scientific and nonscientific.
- Public Health Preparedness: work with the Emergency Preparedness manager to plan program related public health preparedness drills, exercises, meetings, and other activities to include expanding the county's closed POD plan and MRC program.
- Collect and track data for the strategic plan, QI, and QA projects.

- Develop, implement, and sustain a systematic process for assessing customer satisfaction with health department services.
- Work with the Communications Manager in tracking workforce development at TCHD.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Requirements:

Must abide by all Departmental Policies as presented in the Personnel Policy Manual, any policies/procedures within the Department employed and all other duties as assigned.

- Ability to research and quickly disseminate relevant, emerging and existing evidence-base practices and models
- Demonstrates ability to work independently and in teams
- Ability to maintain a high level of accuracy in preparing and entering information
- Superior writing skills in terms of analysis, content, and mechanics
- Strong focus on being strategic, problem solving, and being solution-focused
- Demonstrated interest and/or strong understanding of current and emerging public health issues

Education and/or Experience:

Master's degree in public health (MPH) or a master's of science degree in public health (MSPH) with a focus on epidemiology or analysis and assessment or Bachelor's or other non-epidemiology professional degree or certification (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) without formal academic epidemiology training and with 2 or more years experience performing epidemiology work under the guidance of a senior epidemiologist.

Certificates, Licenses, Registrations:

Current driver's license
Current auto insurance

Knowledge:

- Knowledge of the core functions and essential services of public health
- Knowledge of data collection, analysis and interpretation techniques
- Knowledge and ability to use a variety of computerized data management systems
- Knowledge of emergency preparedness - at home, work and in the community.
- Knowledge of incident command structure and its use.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, media, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. The employee must have the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Apply principles of good ethical/legal practice as they relate to study design and data collection.

Computer Skills:

Advanced knowledge of PC hardware and software, Windows OS, LAN and IP Functions, email systems and operations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electric shock. The noise level in the work environment is usually moderate.

Form Updated: 6/4/13 (evb), 12/8/14 (kjb), 10/14/2016 (kjb)