

TANEY COUNTY HEALTH DEPARTMENT

POSITION DESCRIPTION

JOB TITLE: Epidemiologist

DIVISION: Epidemiology

IMMEDIATE SUPERVISOR: Community Outreach Division Manager

STATUS: Non-Exempt

ESSENTIAL FUNCTIONS

- I. Epidemiologic Related Activities 65% of Time
 - A. Manages or actively conducts disease surveillance activities related to communicable and chronic diseases.
 - B. Acts as a resource for statistical analysis and gathering of requested information.
 - C. Assists division managers with program and health outcomes evaluation activities.
 - D. Assists with chronic disease program development, community health assessment, and Community Health Improvement Planning processes.
 - E. Prepare and presents formal and informal reports and presentations, addressing terrorism, epidemiologic, emerging infectious diseases, chronic diseases, data collection, emergency response and other relevant topics.
 - F. Initiates and maintains contacts with State and local agencies/officials as well as community physicians, hospitals, clinic staff, and regional healthcare providers concerning epidemiologic outbreaks and health emergency response capabilities.
 - G. Coordinates research and response efforts relating to communicable diseases and epidemiologic investigations including tracking and monitoring of current investigations.
 - H. Prepares investigation reports and summaries on epidemiologic studies, evaluations, utilizing necessary computer applications.
 - I. Develops and maintains computer database of current and past investigations, provides computer analysis, identifies trends, and statistical tests on gathered information.
 - J. Assists PIO and management team with the development and dissemination of health advisories, newsletters, press releases, and other official communications.
 - K. Performs other epidemiological and professional functions as assigned.
 - L. Must be able to drive to all Taney County Health Department locations, or off site locations as needed, to perform all required and essential job related activities and tasks.

- II. Emergency Planning Related Activities 15% of Time
 - A. Collaborates with community partners developing and participating in exercises and emergency response planning.
 - B. Assists in developing updates for the Emergency Response Plan.
 - C. Monitors contracts with other counties. Assures that the contract priorities are accomplished.
 - D. Participates in regional bioterrorism and public health planning, implementation, and training exercises. Participates in 24/7 emergency response team for County.
 - E. Liaison for regional healthcare providers and serves on regional emergency response team, assuring for timeliness, professionalism and accuracy of information.
 - F. Keeps informed of emergency response activities and developments regarding disease surveillance and epidemiologic issues.
 - G. Educates and trains Health Department professionals, community partners, disease reporters, and volunteers in their assigned areas for epidemiologic outbreaks and regional emergency response related to epidemiology functions.

- III. Continuous Quality Improvement (CQI) & Performance Management Related Activities 20% of Time
- A. Maintains an understanding of the quality assurance process and procedures as applicable at the Health Department.
 - B. Formulates and implements the CQI strategy for the Health Department.
 - C. Ensure CQI is an ongoing process by assisting staff and management in identifying where they can quantify process improvements and continuously apply to their daily work.
 - D. Implements a performance management and improvement process and system that lead to a positive and measurable impact on the public health system.
 - E. Researches and designs appropriate organization-wide performance and quality training.
 - F. Increases the performance management and quality improvement capacity of the organization in order to ensure that public health goals are effectively and efficiently met.
 - G. Increases the health department's capacity to evaluate and improve the effectiveness of their practices, partnerships, programs, use of resources, and the impact the systems' improvements had on the public's health.
 - H. Regularly reports the status of performance and quality improvement efforts and impacts.
 - I. Ensures needed data is collected on a timely basis, regular reports on progress are distributed, and makes recommendations for future improvements based on the data.
 - J. Searches out best performance and quality improvement practices, making the health department aware of them and suggesting areas where they could be implemented.
 - K. Coordinates the Performance Management Committee by serving as the lead. Convenes regular meetings, sets agendas, develops and analyzes performance improvement data for the committee.
 - L. Ensures that the performance management program is aligned with division goals, strategic plan, and community health improvement plan.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

KNOWLEDGE REQUIREMENTS

- ◆ Computer literate. Familiarity with statistical analysis software packages.
- ◆ College degree in Biology, Healthcare, Biostatistical Analysis, or Emergency Preparedness.
- ◆ One year experience in Public Health or Masters Degree.
- ◆ NIMS Certifications, or willingness to complete within the first six months.
- ◆ Valid driver's license.

BUSINESS EXPECTATIONS

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.

- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.
- ◆ Average judgment in the evaluation of interpersonal relationships.

COMMUNICATION

- ◆ Above average verbal communication.
- ◆ Above average public-speaking skills.
- ◆ Average written communication.
- ◆ Average non-verbal communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.