



TANEY COUNTY HEALTH DEPARTMENT POSITION DESCRIPTION

Job Title:	Epidemiologist/Data Analyst
Division:	Community Outreach/Environmental Health
Supervisor:	Program Manager
Status:	Non-Exempt

The Epidemiologist/Data Analyst supports the Taney County Health Department with ongoing initiatives and epidemiologist needs through the coordination of data collection, analysis, and reporting. This role assists with program and policy development and analysis as well as monitoring ongoing surveillance of current and emerging health trends throughout Taney County.

Duties include, but are not limited to:

General Public Health Related Activities

- Collaborates in the development of and contributes to individual, team, and agency quality improvement and evaluation activities
- Builds and maintains effective relationships with fellow staff members and promotes a positive work environment
- Demonstrates and promotes a culture of respect and cultural sensitivity in their interactions with the public and other staff
- Protects and safeguards confidential agency and client information; exercises sound judgment and caution in communication and transmission of information in accordance with HIPPA policy and guidelines

Epidemiology and Data Analysis Related Activities

- Develops and conducts surveys and other methodologies to assist the department in evaluating and addressing public health concerns
- Assists with planning, data collection, and establishing performance data measures for the Community Health Assessment, Community Health Improvement Plan, and the TCHD Strategic Plan
- Creates and maintains TCHD databases
- Works with TCHD programs to assist with data monitoring and ongoing evaluation to enable quality improvement
- Collaborates with partners to improve population health data collection and analysis
- Cleans, verifies, and analyzes data sets for trends in at risk groups
- Manages and links data from multiple sources, examines data for trends, and generates meaningful reports for internal and external partners when needed
- Leads the development of strategies, policies, and procedures to integrate multiple data sets and sources to display and communicate health, health equity and social determinant of health issues within the county
- Monitors targeted population health outcomes and evaluation measures to evaluate community health improvement efforts and progress on the reduction of health disparities

- Utilizes established scientific and technical methods and practices while collecting and analyzing data.
- Aids in submission of grant applications, request for proposals and other evidence-based practices geared towards programmatic fiscal sustainability
- Delivers targeted, culturally appropriate information and education to help individuals and groups understand health promotion and disease prevention information, policies, regulations, and local code
- Proactively provides feedback for improvements that improve quality, efficiency, cost savings, productivity, systems, and/or procedures
- Conduct epidemiology surveillance and investigations for notifiable conditions and conditions of public health significance, including outbreaks, targeted active surveillance, and public health emergencies
- Plans, implements, monitors, and analyzes surveillance systems for all hazards planning, reportable diseases, other communicable diseases, environmental risk factors, veterinary indicators, injuries, behavioral risk factors and syndromic indicators.
- Directs and conducts a full range of investigation activities for needs assessments, communicable and chronic diseases, behavioral health and substance use, foodborne illness, and potential or actual acts of terrorism.
- Serves as a resource for technical information and responds to requests for data from other Department programs or divisions, community health partners, organizations, or the public.

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.

Qualifications

- Bachelor's Degree from an accredited four-year college or university in public health, epidemiology, biostatistics, or other closely related field; a Master's Degree is preferred
- Minimum professional experience and skills include: 1) one or more years in public or population health, 2) working knowledge of communicable and chronic disease epidemiology and investigation skills, 3) ability to self-start projects and work independently with minimal guidance, 4) excellent communication, computer, and attention to detail skills are required
- Preferred skills include: 1) experience with data visualizing techniques, 2) data analysis experience, 3) training or knowledge in working with Geographical Information Systems (GIS), 4) knowledge of health policy development and analysis.