



**WINNEBAGO COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

Job Title:	Epidemiologist I
Center:	HP
Reports to:	Director of Health Protection
FLSA Status:	Exempt
Grade Level:	16
Date Created/last reviewed:	October 17, 2016

POSITION SUMMARY

ESSENTIAL FUNCTIONS:

The Epidemiologist I promotes individual and population health by leading epidemiological activities and initiatives for the Department with focus on communicable and chronic diseases, injuries or conditions. Responsibilities include performing professional epidemiology by collecting, organizing, analyzing, interpreting and disseminating epidemiological data relevant to population health in Winnebago County; designing and/or implementing public health surveillance systems and all related activities; and working closely with staff across the Department to protect the health of Winnebago County.

Leadership and Systems Thinking

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities.
- Demonstrates knowledge of applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
- Develops systems to promote the early detection of communicable diseases, chronic conditions, or contributing factors to public health issues with the goal of early intervention to mitigate the impact.
- Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.
- Participates in professional development opportunities.

Public Health Sciences

- Applies the science of epidemiology including collection, analysis, interpretation and dissemination of health and related data relevant to population health in Winnebago County in developing community health assessments, plans and other products and initiatives with interdisciplinary teams for the purpose of addressing identified community health priorities with a focus on preventing and controlling communicable diseases and the prevention of chronic disease.
- Develops and implements active and passive disease surveillance systems and conducts needed activities, including, but not limited to: collecting and analyzing disease case reports, disease

and outbreak investigations and directing public health interventions to interrupt disease transmission.

- Advises Department management regarding the public health implications of disease surveillance activities and epidemiological analyses, particularly in regard to communicable and chronic diseases.
- Participates in planning, exercises, and response activities for other emergencies in the community that have public health implications, within the context of state and regional plans and in the manner consistent with the community's best public health interest.
- Maintains confidentiality of all records data and information as required by Department or state regulation.

Community Dimensions of Practice

- Suggests community partners and relationships that may be needed to improve the health of the community.
- Participates in the Department's design and application of the community health improvement plan with community partners, members and stakeholders.
- Provides guidance and technical assistance to Department staff and community partners in epidemiology.
- Facilitates and implements communicable disease surveillance efforts including collecting and analyzing disease case reports, disease and outbreak investigations and directing interventions/providing consultation to the medical community in order to interrupt disease transmission.
- Develops systems to share data with community partners, regional health departments, and the public.

Analysis and Assessment

- Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.
- Demonstrates critical thinking skills throughout the assessment and analysis process.
- Determines quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) needed for assessing the health of a community.
- Analyzes the comparability of data (e.g., data being age-adjusted to the same year, data variables across datasets having similar definitions).
- Resolves gaps in data.
- Utilizes software applications including, but not limited to, INEDSS, EpiInfo, ESSENCE, BioSense, SPSS, mapping software, Access and Excel, to organize, store, analyze, display and disseminate health and disease data.
- Develops and publishes needed reports on population health in Winnebago County based on epidemiological analysis.
- Advocates for the use of evidence in decision making that affects the health of a community (e.g., helping policy makers understand community health needs, demonstrating the impact of programs).

Policy Development and Program Planning

- Conducts comprehensive reviews of evidence related to epidemiology and public health surveillance systems and develops/maintains resources for the Department's use.
- Serves on inter-jurisdictional or multi-agency committees involved in policy development related to community health assessment and planning and/or communicable disease control.

Communication and Cultural Competency

- Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County and Winnebago County Health Departments' policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

- Contributes to the development and preparation of proposals for funding from external resources for health promotion and disease prevention initiatives and programs.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Contributes to and uses performance management systems for individual, program, and organizational improvement.

Other

- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes client rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required as need to accomplish job functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Master's Degree in Science (MS) in Epidemiology or Master's Degree in Public Health (MPH) in Epidemiology.
- One year of experience in the field involving the use of epidemiological research, investigation, and analysis or a doctorate in epidemiology.
- Successful completion of WCHD HIPAA and Blood Borne Pathogens Trainings.
- Successful completion of the Illinois Department of Public Health's "OHP Data Security & Confidentiality Training" within one (1) month of employment.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications.
 - Within 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
 - Within 12 months of employment: ICS 300 and ICS 400
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Leadership and Systems Thinking Skills

- Knowledge of human relations, problem solving, conflict resolution, negotiation, decision making, critical, and analytical thinking skills.
- Incorporates systems thinking into public health practice through team building, group facilitation, leadership, and development of trust and capacity within the center, across the Health Department, and among community partners.
- Knowledge the principles of mentoring, peer advising, and coaching for public work force development.

Public Health Sciences Skills

- Knowledge of the core functions and essential services of public health.
- Demonstrates ability in relating data and quality initiatives to the core Public Health functions and essential services of Public Health.
- Knowledge of epidemiology, biostatistics and public health surveillance methods, tools, and techniques with particular knowledge of communicable disease control.
- Demonstrated ability in the application of federal, Illinois state, and local governmental privacy and confidentiality including HIPAA regarding individual and population data.
- Knowledge of national public health accreditation standards and Illinois requirements for certified local health departments.
- Knowledge of: etiology and natural history of reportable diseases and conditions in Illinois, perinatal morbidity and mortality, vital statistics, disease prevention, health promotion, behavioral change, group process, community/organizational development theory and techniques; adult learning theory and methods of instruction; quality management theory and techniques.

Community Dimensions of Practice Skills

- Knowledge of the methods and information used to identify population health status in the use of methods and instruments for collecting valid qualitative and quantitative data.

- Recognizes and understands how assessment processes may impact vulnerable at-risk populations.
- Recognizes and maintains relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations).
- Understanding of the difference of the roles between the role of governmental and non-governmental organizations in the development of partnerships and the delivery of community health services through the participation of key stakeholders.

Analysis and Assessment Skills

- Describes factors affecting the health of a community (e.g., equity, income, education, environment).
- Demonstrates ability to adhere to and assure ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Knowledge of quality improvement principles and their application to public health standards to population interventions.
- Demonstrates qualitative and quantitative data collection and analysis for the identification of population health status.

Policy Development and Program Planning Skills

- Knowledge of planning, implementation, and evaluation techniques used in public health.
- Demonstrates understanding of the implications of policy options.
- Implements strategies for continuous quality improvement.
- Knowledge of project management.
- Ability to apply the principles, practices and theories of epidemiology to health promotion, policy development, and health improvement.

Communication and Cultural Competency Skills

- Demonstrates ability to communicate effectively including in person, through print and electronic means.
- Demonstrates effective presentation of data to address scientific, political, ethical, and social public health issues.
- Communicates effectively and works collaboratively with individuals and groups from a wide variety of backgrounds, interests and experiences.
- Knowledge that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.
- Knowledge of strategies for interactions with individuals and groups from diverse backgrounds.
- Demonstrates ability to apply teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.

Financial Planning and Management Skills

- Understanding the general financing of public health.
- Demonstrates ability in problem solving, decision making, critical and analytical thinking skills.

- Motivates personnel for the purpose of achieving program and organizational goals.
- Uses performance management systems for program and organizational improvement.
- Contributes to the development and preparation of proposals for funding from external resources for health promotion and disease prevention initiatives and programs.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Other

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Proficiency in use of computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Proficiency in the Health Department/County's data systems including but not limited to Access, INEDSS, Epi Info, Foxfire, Provide Enterprise BioSense and ESSENCE within 6 months of hire.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to travel throughout Illinois to attend program meetings, trainings and or conferences.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
 - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
 - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
 - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

TOOLS AND EQUIPMENT USED

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an 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 works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.