
Job Description

- **Job Title:** Epidemiologist/Outbreak Investigator
- **Responsible to:** Nursing Director
- **Public Health Core Competency Level:** Level 2
- **Positions Supervised:** None
- **Work Hours:** Full Time, 35 hours per week, usual hours 8-4, M-F, some non-traditional hours required.
- **Grant-Funded:** This is a 100% grant-funded position

Essential Functions:

JOIN A DYNAMIC DISEASE INVESTIGATION AND PREVENTION TEAM! Under general direction of the Director of Nursing, the Epidemiologist is responsible for performing and coordinating the collection, analysis, data entry, interpretation, and dissemination of public health data to ensure appropriate public health responses to public health emergencies, communicable disease outbreaks including bioterrorism, chronic disease response, and other public health situations.

Minimum Qualifications:

- Completion of a Master's degree in Public Health (concentration in Epidemiology) with coursework focus in communicable diseases, OR, if applicant does not have a Master's degree, must have at least three years working experience with proven success in an Epidemiology or Biostatistics application field
- Proficiency with data analysis statistical software (SAS and R) and Microsoft Office, specifically Advanced Excel (Word, Access and PowerPoint), and Adobe

Preferred Qualifications:

- Nursing, Biology or related background a plus
- Knowledge of communicable disease prevention and control
- Familiarity with public health preparedness and response
- Familiarity with biological, chemical and nuclear weapons of mass destruction
- Familiarity or experience with FEMA Incident Command System principles

Position Specific Responsibilities:

- To ensure agency mission/vision and programmatic success, provides leadership and coordination in collecting, analyzing, providing surveillance of, and/or investigating situations of infectious disease outbreaks, chronic disease increases and/or related environmental health problems through field visits, surveys and other epidemiological means to determine the cause, nature and consequences of health problems
- Utilizes best practices to implement effective programming aimed at controlling communicable diseases
- Provides leadership during community outbreaks (or potential outbreaks) of disease in order to enhance public health response
- Collects epidemiological data for investigation of specific diseases in the community by abstracting data from confidential medical or public records or through survey and other epidemiological approaches.
- Leads, coordinates and/or participates in bioterrorism preparedness.
- Is proficient with Ohio Disease Reporting System (**ODRS**)

- Abstracts data from confidential medical or public records, national, statewide and/or county databases, and/or develops primary survey and other epidemiological approaches to track diseases and public health trends.
- Along with county IT Department, develops confidential databases to store and retrieve disease, and other public health related data as needed to monitor and conduct county level early event detection and disease surveillance
- Provides leadership to community partners (clinical laboratory personnel, infection control specialists, physicians, nurses and other health professionals) in outbreak situations
- Along with communicable disease investigators, enters data into the Ohio Disease Reporting System (ODRS), National Outbreak Reporting System (NORS), and other databases. Trains others to utilize these systems.
- Provides support and leadership to county, regional and statewide epidemiology related committees as requested.
- Prepares and conducts professional presentations and trainings as needed
- Reviews literature, and is knowledgeable about evidence-based best practices in public health
- Participates in meetings and trainings as required/needed
- Prepares, presents, and disseminates county level data reports weekly, monthly and annually
- Provides leadership with program evaluation and outcome measurement, data collection and dissemination for community health assessment and improvement planning processes, and chronic disease monitoring program

Required Knowledge, Skills and Abilities

- Ability to coordinate numerous demands simultaneously to successful completion
- Data Entry Skills
- Proficiency with computers including Microsoft Office (Word, Excel, Powerpoint)
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to provide leadership to a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds
- Ability to maintain confidentiality
- Ability to be self-motivated to plan, organize and complete work accurately and on time with little direct supervision
- Exceptional attention to detail
- Demonstrates sound administrative decision-making, with honesty and integrity; follows ethical principles of public health practice
- Ability to perform under pressure

Primary Duties include (general summary and not all-inclusive):

- Ensures agency mission, vision and programmatic success
- Functions as a technical expert for the Nursing Director
- Responsible to the Nursing Director for following rules, policies and guidelines necessary for the efficient operation of health programs and services as needed
- Works in accordance with all established policies, procedures, applicable statutes and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required
- Educates and informs the community about health related topics as needed

- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel
- Ensures that all grant deliverables are completed successfully and on time
- Follows and adheres to cost methodology or budgeting as appropriate

Other:

- Serves a probationary period of 120 days
 - Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
 - May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
 - Evening and weekend work may be required during public health events, investigations or emergencies
 - Other duties as assigned
 - Position may be subject to background check
 - Valid OHIO Driver's license in good standing, and insurable by the Board of Health's Policy
 - Complete required FEMA classes within 6 months of hire
- BCGHD Celebrates Diversity! We are an EE/M/F/D/V Employer

Job Type: Full-time

COVID-19 considerations:

Masks must be worn at all times when in building. Surfaces are sanitized frequently and temperature checks are done daily.