



Ashtabula County Health Department Competency-Based Job Description

GENERAL INFORMATION:

Position Title	Epidemiology Coordinator
Working Job Title (If Different)	Emergency Preparedness/Epidemiology Coordinator
Division	Nursing
Date Job Description Created	5/25/2017
Revision Dates of Job Description	5/25/2017
Employment Status	Full time
Union Classification	NA

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Director of Nursing
Titles of any others this position reports to:	Health Commissioner
Titles of those who directly report to this position:	N/A

POSITION DESCRIPTION:

Develop, oversee and implement the Ashtabula County Health Department's Medical Countermeasure Plan, Emergency Response Plan, Communications Plan, Epidemiology Plan including an effective process for strategic direction and coordination of bioterrorism and other public health emergency readiness.

ESSENTIAL FUNCTIONS:

1. Participation in Epidemiologic Investigations

Participates in developing epidemiologic investigations. Uses established 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 to determine feasibility of and approach to epidemiologic investigations.

Participates in conducting outbreak and other epidemiologic investigations by assisting with onsite review of facilities and procedures; interviewing patients, health care providers, and others involved; and assisting in collecting data from local agencies or other health entities.

Performs analyses by using statistical techniques commonly employed in epidemiologic evaluations to interpret and analyze observed health phenomena. Uses databases for analysis of health problems. Uses surveillance systems to collect disease or health outcome data. Generates descriptive analyses of surveillance data for a variety of audiences.

2. Participation in Surveillance Activities

Identifies surveillance data needs, implements new or revises existing surveillance systems, reports key findings from the surveillance system, and supports evaluation of surveillance systems.

3. Consultation on Scientific and Technical Issues

Provides scientific advice and technical assistance to various public, private, and nonprofit health and health-related state and local agencies and organizations. Advice and assistance relates to epidemiologic expertise in assigned programs or issues where type of resources provided and impact on communities are established and where assistance requires the application of established scientific and technical methods and practices. May also serve as a scientific consultant for a public health program or project where technical and other characteristics pose previously encountered difficulties in carrying out the program.

4. Presentation, Publication, and Dissemination of Data and Epidemiologic Findings

Conducts literature reviews and assists in preparing reports from analyses of surveillance data, literature reviews, and other information using behavioral science, demographic and epidemiologic analytic techniques, and evaluation. Follows direction from senior scientists and integrates other perspectives. Makes oral presentations to diverse audiences, both scientific and nonscientific. Prepares responses to requests for information.

5. Participation in Administrative and Program Projects and Activities Related to Technical, Scientific, and Programmatic Expertise

Jointly with the EPI/Disease Surveillance Specialist responsible for writing the RFP for Public Health Emergency Preparedness (PHEP) Grant and meeting the requirements for grant deliverables.

6. Exercise of Staff Leadership

Writes the key components and manages the development and implementation of all hazards/bioterrorism response plan exercises for the county. Coordinates participation in regional drills and bioterrorism/disaster drills for Ashtabula County. Coordinates with the Emergency Management Agency, law enforcement and other agencies and key partners in the community to plan and conduct county emergency drills. Assists with emergency preparedness training and education needs within the community. Provides training to health department staff and first responders including fire, police, EMS, healthcare providers, school staff and others as needed on emergency preparedness and first aid. Attends conferences and training as needed or mandated/required by the Ohio Department of Health to stay current with technology and information on best practices that will prepare the health department to effectively react to any threat to public health.

7. Works with the Environmental Health Director and the Director of Nursing to develop and evaluate plans for mass immunization and mass treatment including the use of the Medical Countermeasures.

8. Coordinates and chairs the Ashtabula County Public Health Advisory Team and serves as a contact person.

9. Works closely with the Ashtabula County MRC Coordinator to coordinate volunteer staffing requirements as needed to address public health threats.

10. Participates on and serves as a liaison to the Northeast Regional Public Health Committee and Northeast Regional Epidemiology Committee.

11. Participates as a member of the Ashtabula County Health Needs Assessment Committee and assists in formulating recommendations for interventions to reduce the occurrence and/or severity of a natural or bioterrorism disaster.

12. Responds to all bioterrorism incidents occurring in the county and coordinates response actions with Hazmat, law enforcement, EMA, hospitals, local health departments and the Ohio Department of Health. Works closely with the Environmental Health Director and Nursing Director to monitor for unusual occurrences of disease and collaborates with others inside and outside the agency to analyze and summarize findings and draw conclusions.

13. Collaborate with others inside and outside the agency to identify public health concerns related to natural and bioterrorism disasters.

14. Coordinates KI distribution in conjunction with EMA.
15. Maintains information on the Ashtabula County Health Department's website for information sharing concerning bioterrorism and emergency preparedness.

OTHER DUTIES & RESPONSIBILITIES:

- Performs other duties as assigned by supervisor
- Participates in emergency preparedness exercises, activities, and trainings (including completion of ICS 100, 200, 700, and 800 within 6 months of hire)
- Reports for duty following the activation of a public health emergency response plan 24/7/365
- Will have access to Ohio Disease Reporting System, EPI Center, EPI-X, NORS, NRDM, GMIS, OPOD, within 5 days of employment
- Will be responsible for managing ACPHAT (developing monthly agendas, completing minutes and managing meetings)
- Will be responsible for completing grant deliverables in a timely manner

PREFERRED QUALIFICATIONS:

- Bachelor's degree or higher in Nursing, Biology, Public Health, Environmental Health or Community Health. A Bachelor's or Master's degree candidate in one of the above mentioned fields may be considered as long as course work is completed within 3 years of employment.

COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):

A. Public Health Tier: 2- Program Management/Supervisory Level

B. Organizational Competencies

1. Facilitates communication among individuals, groups, and organizations
2. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
3. Is knowledgeable of and can inform the public about policies, programs, and resources that improve health in a community
4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information to improve policies, programs, and services
5. Applies strategies for continuous quality improvement
6. Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline)
7. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
8. Incorporates ethical standards of public health practice into all interactions with individuals, organizations, and communities
9. Adheres to the organization's policies and procedures, including emergency preparedness and response
10. Contributes to assessments of community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services)
11. Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field)
12. Contributes to development of organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans)
13. Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation)

14. Participates in professional development opportunities

C. Job Specific Competencies

The below competencies are specific to the position. A description of each competency can be found at: http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx

- Analytical / Assessment Skills: 1B3, 1B4, 1B8, 1B9, 1B10, 1B11, 1B14
- Policy Development / Program Planning Skills: 2B2
- Communication Skills:
- Cultural Competency Skills:
- Community Dimensions of Practice Skills:
- Public Health Science Skills:
- Financial Planning and Management Skills:
- Leadership and Systems Thinking Skills:

Additional Knowledge, Skills, & Abilities:

- Maintain proficiency in grant specific competencies when working under a grant (i.e. Child and Family Health Services Grant, Public Health Emergency Preparedness Grant, Immunization Action Plan Grant, etc.)
- Grant writing skills. Will need to be willing to take a grant writing course if no experience.
- Have a working knowledge of computer use with ability to learn database applications.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with coworkers, and representatives from the community, federal, state and local agencies.
- Must possess excellent communication skills.
- Knowledge of principles and practices in infectious disease and public health; as well as federal, state and local laws applicable to disease prevention.

PHYSICAL WORK ENVIRONMENT:

- Physical Activity: Able to physically lift 50lbs, able to stand/walk for long periods of time.
- Physical Requirements: Employee is physically capable to complete all job tasks
- Visual Activity: Able to have eye sight corrected to perform job duties
- Other Job Activities: Position can require 24/7 coverage which is necessary to maintain.

APPROVALS:

This Job Description/Expectations was adopted by the Ashtabula County Board of Health on June 14th, 2017.

Health Commissioner: _____ Date: _____

My signature below signifies that I have reviewed the contents of my Job Description/Expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____

(Employee)