Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

EPIDEMIOLOGIST - PUBLIC HEALTH PROGRAM SPECIALIST (PHPS) MONITORING & EVALUATION			
Department:	Epidemiology	**Reports to:**	**Health Administrator**
Direct Reports:	Variable		
Assignment Category:	☒ **Full time** ☐ **Part Time**		
Classification:	☐ **Non-Exempt** ☒ **Exempt** / ☐ **Hourly** ☒ **Salary**		
Compensation:	**Line Q of the wage scale (Monthly Salary Range $5,528.61 to $7,056.07)**		
Option to become a member of the local collective bargaining unit?	☒ **Yes** ☐ **No**		

Summary Description: The primary responsibility of the PHPS Monitoring and Evaluation is to monitor and evaluate health programs to improve effectiveness, promote equity, and reduce disparities in negative health outcomes across technical areas. Work across stakeholders to improve monitoring systems and build capacity for monitoring and evaluation with local partners and with-in Chelan-Douglas Health District and North Central Washington. Landscape analysis of Chelan-Douglas Health District (CDHD) public health activities conducted by internal and external programs. Evaluate program synergy and duplication to make informed recommendations to reduce redundancy and improve efficiency of public health programming. Helping with coordination and capacity building for monitoring and evaluation within CDHD and with local partners and community organizations doing implementation work. Providing Technical assistance in report and grant writing to expand Foundational Public Health activities and services within Chelan-Douglas Health District. To ensure the highest level of services are provided, additional duties and responsibilities may be assigned as needed and may include cross-functional or project team responsibilities in order to fulfill the priorities set by the Health Administrators and Health Officers of Okanogan, Chelan, Douglas, Grant, and Kittitas counties.

Job Duties and Responsibilities (Essential Functions):

General

1. Identifies, gathers, analyzes, and interprets data from a variety of local, state, and national sources. Assures data integrity. Develops data sources, including regional datasets that utilize both population-based data as well as clinical data. Ability to obtain secondary data from local, regional, state, and national resources and utilizes various methods to obtain primary data. Designs or assists in development of evaluation outcome measures for internal and external programs.
2. Performs statistical analyses and provides interpretation of health data, e.g., descriptive analysis, univariate analysis, trend analysis, multiple logistic regression, analysis of variance, survival analysis, etc. Interprets data to identify key health issues and consults with regional leadership to develop priorities and guide policy making and development of effective intervention programs.
3. Manages special projects and coordinates multiagency teams to conduct analyses, set priorities and take action on special health issues and/or with high risk populations. A person in this role should have the ability to develop and execute project work plans, collect and analyze qualitative and quantitative data and conduct literature searches on evidence-based interventions and policy options.
4. Prepare critical topical reports to document current health status, monitor trends, magnitude and disparities in the population of the NCW region and the four counties and identify emerging concerns.

5. In collaboration with other epidemiologists, coordinates local and regional health research projects or emerging issue reports investigating human morbidity and mortality.
6. Interacts during the course of special projects and/or investigations with health providers or other persons performing clinical or health research. Acts as a resource person to medical and lay communities regarding public health issues.
7. Develops multiagency databases that include both population and clinical data. Develop data sharing agreements and work with IT and research staff of hospitals and clinical systems to collect data on specific health conditions.
8. Uses the results of epidemiologic analyses to help formulate public health policy and recommendations, guide program planning and identify problems needing additional study.
9. Identifies and proposes health policies and/or corrective action(s) to environmental and/or social conditions resulting in adverse health outcomes, e.g. social determinants of health, health inequity issues.
10. Consults and collaborates with a broad spectrum of public health constituents and participants including local, regional, state, and federal public health officials, as well as government officials, private individuals, and senior researchers in academic setting, to guide policy-making and the development of effective public health intervention programs.
11. Assists with grant writing, particularly related to studies of an investigational nature.

Monitoring and Evaluation

12. Program planning and design-strategic information system design (work planning, designing monitoring and evaluation systems).
13. Develop indicators for CDHD public health interventions for 3-5 year post-COVID19 planning.
14. Technical support to local counties, cities, and other municipalities related to evaluate public health priorities and impact of initiatives, policies, and programs on residents of North Central Washington.
15. Build relationships with community based organizations to strengthen relationships and public health resources.
16. Routine M&E-data collection, cleaning, measurement, analysis, reporting, and other dissemination.
17. Program quality improvement using evidence-based approach as well as program data to suggest and track improvements.
18. Evaluation-leading formal evaluations of local community based public health interventions.
19. Business development-contributing/leading grant proposals particularly MER (monitoring, evaluation, reporting) and work plan sections.
20. Develop and implement qualitative studies, focus groups, and key informant interviews.
21. Program management-lead stakeholder communication and coordination, budget design and management.

Knowledge/Skills/Abilities:

Monitoring and Evaluation

- Ability to conduct Quantitative, Qualitative, and mixed methods surveys and program evaluation.
- Excels at working within team. Is patient and objective in difficult situations with different types of people. Able to influence others to get "onboard" with company initiatives. As unique situations arise, position must be sensitive to company needs as well as colleagues and other internal personnel.

- Strong organizational, time management and project management skills. Ability to manage multiple and varied tasks in a fast-paced, high-volume regulated environment, highly proficient organizational skills and keen attention to detail.
- Strong analytical skills, with an ability to troubleshoot, problem-solve and effectively and efficiently make decisions.
- Improves the company's overall effectiveness by developing and implementing solutions and applying continuous improvement practices to increase efficiency and reduce costs.
- Ensure ethical conduct at all times. Act with integrity and honesty, abide by all HR principles and objectives including confidentiality, projecting a positive impression of the company and maintaining a respectful atmosphere.
- Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Knowledge of Incident Command Systems and NIMS.
- Strong communication skills with external and internal personnel to include:
  - Active listening; articulating clearly and confidently.
  - Strong technical writing skills.
  - Good negotiations skills
  - Strong business management and people relationship skills used to make decisions on what and when to communicate with others.
  - Report non-routine occurrences that may disrupt deadlines immediately to those concerned.
  - Facilitate positive, timely, and appropriate communication amongst management and subordinates. Strive for clarity and for alleviation of tension when the need arises.
  - Able to be effective in a wide range of cultural groups and cross-cultural relationships and have the ability to communicate clearly to non-native speakers.
  - Able to apply appropriate learning styles in response to learner demographics.
- Continue own education by staying informed of industry trends, learning new skills and sharing relevant information with others. Take advantage of professional development activities when possible.
- Must successfully manage and administer the assigned annual operating budget.
- Ensure that the time and attendance policy is being adhered to.

Level Requirements (Minimum):

Education

- MPH or equivalent MBA, MPA, MSW related to non-profit organizations and public health
- Bilingual in English in Spanish preferred and beneficial but not required.
- Valid Washington State driver's license or ability to obtain one within two weeks of date of hire.
- Ability to pass a background check.

Experience

- 5+ years in monitoring and evaluation experience
- 3+ years of experience with grant writing
- Experience managing public health data

- Experience in implementation of large scale public health interventions
- Previous experience successfully managing a budget preferred but not required.
- Experience working in multi-cultural settings preferred.
- Strong computer knowledge required including Word, Excel, PowerPoint and Outlook. Able to effectively maintain written and computer records in accordance with regulatory agencies.

***A combination of relevant education, training, and experience which has provided theoretical and practical knowledge and demonstrates the individual's knowledge, skill and ability to perform the essential functions will be evaluated for equivalency.*

Physical Requirements:
The physical demands described here are representative of the mental and physical requirements that must be met by an employee to successfully perform the essential functions of this job with or without accommodation:

- Visually or otherwise identify, observe and assess distance, color and depth; Required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment including data entry and repetitive motion of hands and wrists; able to remain stationary at a computer for extended periods of time and move around their assigned work space; able to remain stationary in a vehicle for extended periods of time.
- Frequently move up to 25 pounds and occasionally move up to 50 pounds. The employee must be able to work within different temperature changes, indoors to outdoors; occasionally ascend/descend a ladder or stairs as required.
- Frequent travel is required (up to 25%).

This job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give you a general sense of the responsibilities and expectations of what this position requires. As the nature of business demands change, so may the essential functions of this position.

Lisa D. D— 7/21/2021

Approved by the Administrator **Date**