

Epidemiologist
Greater Boroughs Partnership for Health

DEFINITION

The Greater Boroughs Partnership for Health (GBPH) is seeking epidemiological support for the towns of Northborough, Southborough, Westborough, and Boylston. The ideal candidate should have epidemiology or communicable disease experience. This position requires strong communication and organizational skills as well as the ability to collaborate with partners in non-governmental and community organizations. The epidemiologist must be able to assist municipal public health directors and staff as well as chief municipal officials in research and development, implementation, and communication of epidemiological aspects of traditional public health efforts.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Evaluate communicable disease data made available through the state surveillance systems; establish and maintain working relationships with municipal health leads.
- Work with local health directors and public health nurses to communicate findings to municipal leadership and board members, medical providers, schools, businesses, and other community agencies.
- Develop protocols for epidemiologic activities and maintain secure databases of relevant public health information and support public health preparedness and response activities.
- Assist public health staff by providing data support and guidance for municipal contact tracing efforts.
- Work with various types of surveillance data including complex survey data, birth and death, occupation, race/ethnicity, and geography/neighborhood. Analyze data for clusters and patterns to help inform prevention and intervention activities.
- Develop and apply epidemiological approaches to understanding and describing the distribution and determinants of disease in the Greater Boroughs municipalities and identify trends. Use analysis to inform and guide decision-making.
- Support the development and updating of the Community Health Needs Assessment.
- Identify needs, opportunities, and sources of data for further investigation in areas related to population-level health including health equity, population groups that are typically difficult to assess, small-area estimation, and the role of the social determinants.

- Investigate disparities in how COVID-19 has affected different segments of the communities included in the GBPH.
- Support the development of the public education materials including talking points and presentations about municipal COVID-19 response efforts.
- Perform other duties as required.

SUPERVISION RECEIVED

Position works under the supervision of the Shared Services Coordinator for the GBPH. Under general direction, the employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGEMENT AND COMPLEXITY

The work consists of a variety of duties which follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access at the departmental level to sensitive and confidential information.

EDUCATION AND EXPERIENCE

Master's Degree or higher from an accredited college or university with specialization in epidemiology, biostatistics, or a closely related public health field or a bachelor's degree in a public health related field and three (3) years of experience in designing and conducting epidemiological studies and interpreting epidemiological or demographic data. Any equivalent combination of education and experience that provide the skills necessary to do the job will be considered.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of epidemiologic public health data trends and patterns to determine origin, spread and control of hazards to the community. Knowledge of statistical theory and techniques of epidemiological, demographic, biostatistical and community health research.

Knowledge of State and Town regulations, policies, programs, and operations; knowledge of office management principles and practices and computer systems and equipment used by the Greater Boroughs Partnership for Health.

Abilities: Ability to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently, and appropriately with all clients. Ability to multitask and prioritize.

Skills: Record keeping, bookkeeping, organization, oral and written communication, and customer service skills.

Employee will be required to attend Massachusetts Virtual Epidemiological Network (MAVEN) training with the Commonwealth within 6 months of hire.

WORK ENVIRONMENT

The majority of work is performed in an office setting. Employee may be required to attend meetings at off-site locations including schools, hospitals, clinicians' offices, or homes of patients/clients.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills Visual demands require routinely reading documents for general understanding and analytical purposes.