

**EPIDEMIOLOGY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The epidemiologist will investigate the frequency and distribution of diseases within human populations and the environment. Work is performed in accordance with professional medical practices and procedures. Epidemiologists can perform research, education and public health practices in government agencies. The employee acts as a consultant to the medical staff of the Health Department in programs relating to chronic and infectious disease, bioterrorist threats and disease outbreaks and patterns in the community. The epidemiology coordinator designs, conducts and evaluates activities that help improve the health of all people and improve health outcomes for Genesee County's population. These activities can take place in a variety of settings that include schools, communities, health care facilities, businesses, universities and government agencies. This is done by assessing community needs, assets and capacity; then plan health strategies, interventions and programs. Supervision is exercised over the health education staff and departmental interns under the direction of Director of Community Health Services. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Provides oversight and supervision of the health education staff and public health interns at the Genesee County Health Department;

Conducts surveillance activities to identify and monitor disease trends within assigned areas including data collection in the field;

Accepts hospital and laboratory calls regarding communicable diseases;

Performs case investigations of reported communicable diseases and reports to New York State Department of Health and other counties, as indicated, in cases of communicable diseases investigated by the Genesee County Department of Health;

Works with the Environmental Division on food borne illness outbreaks, animal bites, rabies reports and West Nile virus activity;

Directly observed therapy;

Basic statistical analysis;

Assist lead inspectors in correspondence with physicians;

Communicate (verbal and written) with provider offices concerning all elevated lead cases with EBL  $\geq$  8.0 mcg/dl;

Assist with Lead record import from NYS: matched and merged records in Lead Web as needed;

Assist in the management medical cases of all children with confirmed venous blood lead levels  $\geq$  15 mcg/dl;

Generating referrals, notify providers and request health information, access insurance needs, recording progress notes, notification of retesting as well as sibling follow-up if needed and closing cases;

Attend community health fairs;

Public health detailing;

Provide community education on public health topics;

Public speaking;

Work on community health assessment;

Coordinate Open Airways for Schools program;

Works with the Environmental Division on food borne illness outbreaks, animal bites and rabies reports;

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### **TYPICAL WORK ACTIVITIES CONT'D:**

Participates in a variety of meetings, committees, study groups and task forces in the community and acts as a resource as needed;  
May serve or serve as a member of the on-call team;  
Does related work as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of assessing individual and community health needs ability to collect reliable data and analyze; Good knowledge of the complexity of New York State laws and regulations, monitor them for changes and have the ability to independently adapt to changes; Good knowledge of the appropriate use of technology in health prevention and promotion and ability to independently adapt to the fast changing landscape of technology; Good knowledge of the principles, practices and terminology of public health and chronic disease epidemiology; Good knowledge of disease prevention and health promotion programs; Good knowledge of communicable diseases, diagnoses, spread containment and treatment options; Good Knowledge of basic understanding of budgets; Demonstrates leadership and management skills; Ability to learn about and work with all cultures, ethnicity, social economic statuses being respectful and non-judgmental; Ability to plan, implement and evaluate health education strategies, interventions and programs; Ability to evaluate the effectiveness of all prevention and promotion programs and outreach efforts; Ability to facilitate/coordinate community stakeholder groups; Ability to present, understand and relay all points of view on issues Physical condition that is commensurate with the demands of the position.

**MINIMUM QUALIFICAITONS:** Graduation from high school or possession of an equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Possession of a Master's Degree from a regionally accredited or New York State registered college or university in epidemiology, public health, or related field with coursework in epidemiology, and/or biostatistics;

**OR:**

- B. Possession of a Bachelor's Degree or higher from a regionally accredited or New York State registered college or university and two (2) years health related experience conducting data collection, analysis, reporting, experience working in Public Health / health education program that includes a community outreach component;

### **SPECIAL REQUIREMENTS:**

- 1.) Candidate must be willing to be immunized for disease as necessary and appropriate and be available, during work hours and after hours to respond to notifications of communicable disease outbreaks.
- 2.) Possession of a valid New York State Driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.

Competitive Class

Adopted 6/15/17, Reviewed 3/28/19, Revised 10/2/2020