

HIDALGO COUNTY HEALTH & HUMAN SERVICES

ASSISTANT EPIDEMIOLOGIST

GENERAL DESCRIPTION

Performs moderately complex (entry-level)-epidemiological work under the supervision of the Epidemiologist, conducts communicable disease surveillance, and participates in outbreak investigations. This position will assist the Epidemiologists in daily operations of communicable disease surveillance. This position assists with office functions, performs data entry and serves as a public health resource. May perform surveillance and epidemiological activities during other major outbreaks and/or disasters. Conducts presentations on communicable diseases for various community stakeholders. Creates surveillance and case investigation forms, fact sheets, and brochures regarding notifiable conditions. Participates as a member of the Public Health Emergency Preparedness Response Team; shall respond to all bioterrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state. "On-call" availability required.

EXAMPLES OF WORK PERFORMED

Conduct public health epidemiological investigations

Collects epidemiological data for the surveillance of specific diseases and conditions

Assists in arranging for the cooperative use of epidemiological data with other agencies, other states, and national organizations, such as the U.S. Centers for Disease Control

Works with other health personnel in the control of public health problems

Assists in developing effective relationships and networks of communication to promote teamwork and collaboration in implementing infectious disease response activities

Participates as a member of the Public Health Emergency Preparedness Response Team and may respond to a bioterrorism event or disease outbreak

Assists Epidemiologists in conferring with local health agencies, private physicians, individuals, and/or community action groups regarding the treatment, control, or prevention of infectious diseases and other illnesses and/or injuries

Assists Epidemiologists in working on and completing project-based tasks, such as data analyses, reports and other analytic tasks

Collect specimens, maintain inventory of specimen collection kits and related supplies

Educating partners about proper specimen collection and storage techniques and all aspects of shipment of specimens to State or other laboratories when indicated

Responsible for data entry and inventory management systems

Assists with creating fact sheets, brochures, and educational literature regarding infectious diseases

Provides administrative support as required to support the project team; this may include assisting and coordination of travel, presentations, meetings, and conferences

Perform all other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's Degree in Science, Health, Statistics, or related fields preferred

Candidates who have completed an Associate's Degree with experience in research, public health, or clinical/lab will also be considered

Experience in clinical lab interpretation desired, but not required

0-2 years of experience in infectious disease, public health, data entry or related work is preferred

Certificates, Licenses, & Registration

Registered Medical Assistant (RMA) applicants encouraged to apply.

ICS: 100, 200, 300, and 400 certifications, not required during interview, but must be completed within one year of employment

Employee must have a current valid Texas Motor Vehicle Operator's License;

Must be able to be insured by County Insurance carrier.

Knowledge, Skills, and Abilities

Ability to maintain confidentiality and knowledge of HIPAA requirement

Moderate knowledge of medical terminology and Texas public health laws

Knowledge of computer software (i.e. Microsoft Office, Adobe Acrobat)

Skill in problem solving

Skill in communicating effectively orally and in writing

Must possess strong communication and presentation skills

Bilingual English/Spanish preferred

Skill in preparing technical reports in a clear and concise manner

Ability to maintain effective working relationships with managers, co-workers, the public and professional groups

Ability to organize and prioritize workload and meet deadlines

Ability to work on multiple tasks at the same time

May be required to work other than normal hours including weekends and holidays.

Must provide your own dependable transportation (automobile)

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

