PROFESSIONAL POSITION DESCRIPTION

Position Title: Informatics Epidemiologist
Division: Disease Surveillance
Location: Augusta, Maine
Schedule: Full time 8:00 AM - 5:00 PM, 40 hours per week
State of Maine Reports to: Sara Robinson, Infectious Disease Epidemiology Program, Maine CDC

STATEMENT OF THE JOB: This is a professional services and scientific work position working with the Maine's Department of Health and Human Services providing (1) support and expertise in Maine's surveillance systems; (2) epidemiologic/analytic expertise for informatics projects and objectives, and (3) participation in routine and outbreak infectious disease monitoring and response activities as a member of the Infectious Disease Epidemiology Team. Work is performed under administrative direction.

ESSENTIAL FUNCTIONS:
- Support Maine's surveillance systems and provide expertise
- Lead data quality and data management projects including data from NBS, SARA Alert, ESSENCE, and the consult database
- Assist in completing the program's informatics COVID 19 objectives
- Assist with coordination of statewide surveillance for reportable infectious conditions
- Participate in and contribute to overall Infectious Disease Epidemiology Program planning and evaluation activities.
- Participate in the Epi-On-Call rotation schedule.
- Additional duties as reasonably assigned.

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES*:
- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
- Work on federally funded projects.

SUPERVISORY RESPONSIBILITIES: Not applicable

BUDGET RESPONSIBILITIES:

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE: See Essential Functions above

INTERNAL AND EXTERNAL CONTACTS:

Internal: See Essential Functions above
External: See Essential Functions above

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:
- Principles and practices of epidemiology and public health surveillance
- Principles and practices of public health informatics
- Statistics and statistical software, particularly SAS or R
- Health data collection
- Infectious diseases, including risk and transmission
- Medical terminology
- Word processing software, email and internet use, spreadsheets or analysis programs

Ability to:
- Analyze infectious disease data
- Draw logical inferences from data analysis
- Pay attention to detail
- Organize, disseminate, and report public health information
- Work as a team leader and team member
- Communicate with local and federal partners
- Work independently, including being a "self-starter"
- Facilitate groups
- Speak publicly
- Possess an attitude that fosters a respectful, non-threatening workplace environment

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QUALIFICATIONS:

Required:
- Bachelor's degree in a health-related field and 4 years of relevant experience in Public Health
- Experience with coding and data analysis with SAS or R
- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
- Ability and willingness to travel.

Preferred:
- Master's in Public Health degree (preferred) with relevant course work in epidemiology, informatics, microbiology, and statistics, and 2 years of relevant experience.

License/Certifications:
- Valid motor vehicle driver's license.

General Qualifications

- The ability to communicate professionally with culturally diverse individuals during a time of crisis and distress
- The ability to show empathy to distressed individuals
- The ability to flex communication styles for multiple cultural environments

Preferred Qualifications

- Second language – please indicate on your application
- Experience working directly with people with diverse racial, ethnic and socioeconomic backgrounds

The State of Maine and Atlantic Staffing is committed to hiring staff. Given racial and ethnic disparities and COVID 19, a diverse team for contact tracing and support is critical to reaching all Maine communities, and we strongly encourage racial and ethnic minorities to apply.