

NOTICE OF JOB VACANCY

DEPARTMENT: Public Safety

DIVISION: Health

POSITION: LINCS COVID Data Manager/Epidemiologist

BRIEF DESCRIPTION OF POSITION:

The LINCS COVID Data Manager/Epidemiologist ("LINCS Epidemiologist") will provide data management and epidemiological support to all local health departments (LHDs) and contact tracing teams within the LINCS jurisdiction. The LINCS Epidemiologist will be responsible for analyzing and reporting COVID-related data (testing, outbreak investigations and contact tracing) to local, county, regional and state partners for use in COVID-related planning, response and evaluation initiatives.

This position is full-time and supported through a two-year grant awarded by the New Jersey Department of Health (DOH). The LINCS Agency will provide direct supervision of this position, in close consultation with LHDs to coordinate and bolster COVID-19 duties performed by jurisdictional public health authorities. Work location and hours may be flexible, as determined by the needs of the LINCS Agency and LHDs within the LINCS jurisdiction.

SPECIFIC DUTIES:

- Regularly monitor, clean and analyze COVID-related data received through testing, outbreak investigations and contact tracing, to ensure completeness, timeliness and accuracy of collected information; guide the planning and response efforts of LINCS/LHDs; and generate metrics for local, regional and statewide usage.
- Work with teams of contact tracers/supervisors to manage data received from interviews with COVID-positive and COVID-exposed persons.
- Utilize web-based platforms to ensure that electronic reporting of symptoms from contacts is uploaded into public health databases and appropriate linkages are made, such as referrals to LINCS Social Support Coordinators.
- Provide trainings/retraining to contact tracers on utilization of contact tracing technology and troubleshoot any issues they are experiencing with this technology.
- Design and implement analyses of COVID data, prepare data reports and routinely disseminate/present data and metrics to LINCS/LHDs and DOH Regional Coordinators to guide public health planning and response measures.
- Collaborate with LINCS/LHD Information Technology (IT) staff and DOH Regional Contact Tracing Coordinator to support contact tracing teams when necessary and resolve issues that may arise with web-based technologies.
- Work with the DOH Regional Contact Tracing Coordinator to establish and maintain working relationships with LINCS Epidemiologists in other counties to ensure local, regional and statewide coverage, monitor regional trends and standardize data to improve data analyses and reporting.

- Participate in any COVID task force, working group or other meeting held by the LINCS Agency, LHDs, Regional Coordinators and DOH SMEs that may be relevant to data management and epidemiology or require data to bolster and evaluate COVID initiatives.

REQUIRED EDUCATION/EXPERIENCE:

- At minimum, a master's degree in public health or related field, preferably with a focus in epidemiology, biostatistics or quantitative analysis.
- At minimum, one year of full-time professional work experience in data management and/or data analysis.

OTHER QUALIFICATIONS:

- Experience with data management software (e.g., MS Access, MS Excel, Tableau).
- Experience with statistical software (e.g., SAS, R).
- Experience preparing and presenting statistical reports, in both technical and layman's terms.
- Ability to rapidly learn, access and navigate various databases and software programs following training.
- Strong organizational and time management skills, and the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills, and attention to detail.
- Ability to handle confidential information with discretion and professionalism.
- Equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration.

SALARY: \$54,906 – 82,359

ISSUED DATE: 11-23-21

CLOSING DATE 12-23-21

AUTHORIZED SIGNATURE:



PRINT NAME: Andrew Moran

TITLE: Director, Public Safety

INTERESTED PARTIES MAY CONTACT THE UNION COUNTY OFFICE OF HEALTH MANAGEMENT AT 908-518-5620 or EMAIL RESUME AND COVER LETTER TO joanne.medina@ucnj.org

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